



U.S. DOE NATIONAL TRAINING CENTER

Security Police Officer I and II Job Analysis

February 2005

Disclaimer

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Reviewers should bear in mind that this information has been researched and compiled from public sources and documents that do not necessarily reflect the opinions of the US Department of Energy.

**Security Police Officer I and II
Job Analysis**

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Section 1

SPO I and II Job Analysis Report

Overview

As part of its mission, the National Training Center (NTC) provides oversight to protective force training at Department of Energy (DOE) and National Nuclear Administration (NNSA) facilities. DOE Order 470.1 states that “training programs shall be based on the results of job analyses to document the identification and description of major tasks and skill requirements” that DOE and DOE-contractor personnel need “to perform assigned safeguards and security tasks and/or responsibilities.” NTC complies with this order by performing job analyses of protective force positions for which training courses are taught. These analyses are generic to DOE and NNSA sites. They describe the generic job performer and provide a basis upon which to begin a site-specific analysis.

In 2003, the NTC instituted a Comprehensive Review process for all its courses, which provides the opportunity for a regular, in-depth examination of each course developed. In June 2003, this review was completed for the Basic Security Police Officer Training program (BSPOT). The job analysis for the positions of SPO I and II — the foundation for this basic qualification course — was in need of revision to assess and ensure the accuracy of the existing course materials.

In the process of performing this job analysis, it was recognized that the normal data collection and analysis process looked at the job as it is currently performed. In order to accommodate the current and future changes to this job deriving from recent changes to the Design Basis Threat (DBT), additional data gathering and validation was required. This resulted in a follow-on survey to the training managers to further refine and validate the tasks and training recommendations following the results of the survey of the current job incumbents and Subject Matter Experts (SMEs). This was followed by a one-day meeting of the Training Managers and other SMEs to discuss and resolve the issues raised concerning the task list and training recommendations as a result of the follow-on survey. The results of this additional analysis are contained in Section 2, The Training Managers’ Recommendations. The minutes of the meeting (Appendix G) and Appendix H (revised version of Appendix E) that go with Section 2 are the last two appendices.

Goal

The primary goal of this job analysis was to delineate the functions, duties, and tasks performed in the positions of SPO I and II within the DOE Protective Force. Secondly, the data gathered provided information on changes in how the job is being performed as well as the information necessary to perform a gap analysis between the job tasks and the existing BSPOT curriculum.

Objectives

1. Perform a tabletop job analysis using subject-matter experts (SMEs) from the field and expert performers to review and revise the existing list of job duties and tasks for the position.
2. Validate the job duties and tasks identified by the tabletop group through the development of survey instruments reviewed and approved by the group.
3. Distribute the survey to the field through site training managers and supervisors in the field for completion by individual field performers.
4. Analyze data.
5. Summarize results in a final report.

Resources / Methodology

The first step in the process was to review the existing job analysis. A review of the document was completed by the SMEs from the field who were participating in the tabletop job analysis workshop. The workshop was held and a draft duty/task inventory was prepared, reviewed, and validated by the group.

It became evident during the workshop that the delineations of job duties and tasks between the positions of SPO I and SPO II were no longer accurate and, based on field use of the positions, no longer necessary. There were three basic levels of 'response' on which this determination was based: 1) the SO position was unarmed; 2) both SPO I and II positions were defensive response positions no longer differentiated by foot or mounted patrol duties; and 3) SPO III was offensive, if necessary.

The list of duties and tasks developed by the tabletop group was then sent to the field for rating of the tasks and subtasks. Each DOE site was asked to respond by completing the survey, and the 14 sites that did so are listed under the Results section. The respondents were first asked to indicate whether they performed the task and—whether or not they currently performed it—if they believed they were going to perform it in the future. If a task was performed, the respondents were then asked to rate the task difficulty, consequence(s) of improper performance, and the frequency of performance. These ratings were on a five-point scale as follows:

1. How *difficult* is the task to perform?

(This is the measure of the mental ability and motor skills that are required to perform the task.)

5 = Very high level of difficulty

- 4 = High level of difficulty
- 3 = Moderate level of difficulty
- 2 = Low level of difficulty
- 1 = Very low level of difficulty

2. What are the *consequences* of improper performance to the successful completion of your mission?

(This represents the potential for danger to operations/security, national security, personnel, equipment, or the environment if the task is performed improperly.)

- 5 = Very high; mission would not be successful if done improperly
- 4 = High; mission would be difficult to achieve if done improperly
- 3 = Moderate; would have some impact on the success of the mission
- 2 = Low; may have a slight impact on the mission
- 1 = Not important; would have no impact on the mission at all

3. How *frequently* do you perform the task or expect it to be performed?

(This reflects how often the task is or would be performed in the job.)

- 5 = Daily (1 or more times per day)
- 4 = Weekly (1 to 5 times per week)
- 3 = Monthly (1 to 3 times per month)
- 2 = Quarterly (3 to 4 times per year)
- 1 = Annually (less than 2 times per year)

Results

The survey was returned from 14 sites by 223 respondents (with 217 useable) in time for tabulation. These sites were as follows:

Y-12 National Security Complex
East Tennessee Technology Park
Pantex Plant
Idaho National Engineering and Environmental Laboratory
Los Alamos National Laboratory
Lawrence Livermore National Laboratory
Savannah River Site
Hanford Site
West Hackberry Strategic Petroleum Reserve
Honeywell Kansas City Plant
Strategic Petroleum Reserve Project
Oak Ridge National Laboratory
Oak Ridge Site
Nevada Test Site/Tonapah Test Range

Big Hill Strategic Petroleum Reserve

There were no responses from individuals with current SPO I status, and the respondents reported only 13.5 years total experience in the SPO I job category. All indications were that the SPO I category is little used any longer and that all SPOs who have attended the BSPOT course are classified in the SPO II position. The average length of service of all the respondents was 11.02 years with the spread ranging from 6 months on the job to 29 years. All surveys were weighted equally.

The results of the survey were analyzed to determine the following:

- **Percentages of Task Performance** – The percentage of respondents who answered yes they perform a given task.
- **Task Means**– The computed means of each task characteristic (difficulty, consequences, frequency) for each task.
- **Task Training Recommendation** – The training recommendations from a training decision tree based on the task means.

Percentages of Task Performance and Task Means – Appendix D

Listed here are the percentages of respondents who answered yes they perform a given task. For the 508 tasks/subtasks identified in 13 duty areas, all but three were performed by SPO I/II personnel; the percentage of performers for each task ranged from 7% to 100%, with an average of 82%.

Task Training Recommendation (Survey Version) – Appendix E

Application of the DOE training decision tree (Appendix C) to each computed task mean assigned each task one of three possible training recommendations: Train, Recurring, or Informal (see Tasks Sorted by Training Recommendation, below). Although a task may not be performed routinely, associated knowledge and skills must be maintained to allow competent performance of the task when performance is required.

In the decision tree, difficulty and frequency have a greater impact than frequency on the recommendation. Therefore, a task is more likely to have a recommendation for formal training when it is done infrequently. Decision tree recommendations are not absolute and should be used as input to making training recommendations. Training recommendations may depend on organizational factors such as DOE orders and documented impending changes to operational procedures.

Tasks Sorted by Training Recommendation (Survey Version) – Appendix F

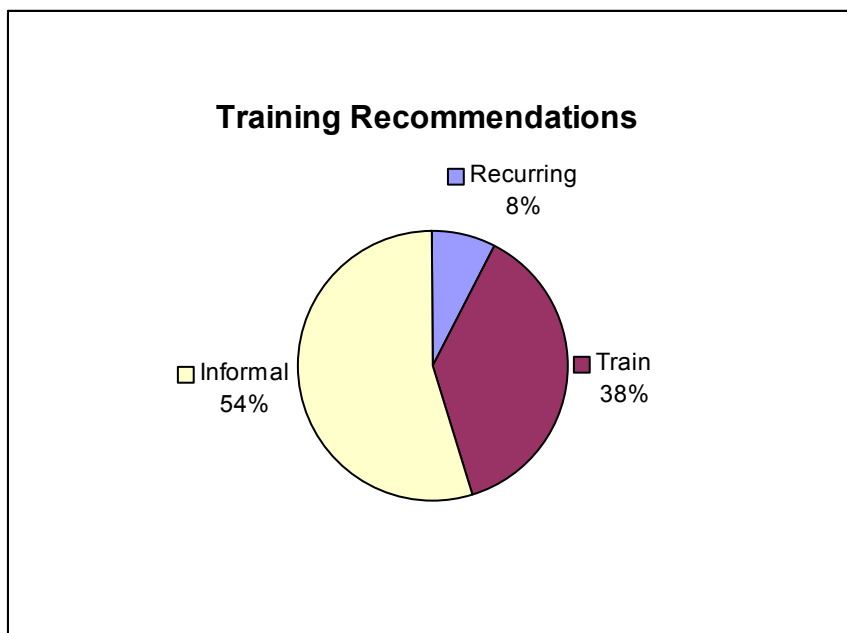
Tasks are grouped by one of three possible training recommendations:

Train – formal training is recommended; formal training is structured training with objectives and lesson plans, conducted in a structured environment such as a classroom or from a formal on-the-job training (OJT) program.

Recurring – formal, structured training is combined with periodic retraining to ensure retention of sufficient knowledge and skills to perform the task.

Informal – no formal, structured training is necessary; the knowledge and skills necessary to perform these tasks can be acquired on the job from co-workers and/or documentation.

The majority of the tasks (285 or 54%) received an Informal recommendation, 195 (38%) received a Train recommendation, and 40 (8%) received a Recurring recommendation. (See chart below.) Again, it is important to note that the training recommendation decision tree places less weight on the rating of frequency. For example, tasks FP1a (Firearms Proficiency) Load handgun, and FP1y Unload handgun received training recommendations of Informal because these tasks are performed every day by nearly every SPO. Common sense would, however, indicate that these tasks must be revised to Train and that initial formal training is required to successfully and safely perform these tasks.



Respondent Comments

Respondents were asked to list any duties or tasks they performed that were not listed on the survey and to provide any additional comments they believed to be relevant to the data gathering. The following are the additional tasks listed by the respondents:

- *Hummer patrol and inspection of vehicle - operation of infrared units*
- *Inspection and carrying designated marksman rifle and sight systems (scopes)*
- *Escort – observe – shuttle / construction contractors*
- *Use computer at posts for access control*
- *Use fax machines*

Conclusions and Recommendations

- This job analysis is significantly different than the previous edition in many areas. The team developing the survey realigned duties to more closely follow DOE orders. In addition, new tasks were added to reflect what SPOs in the field have been performing that were not addressed in the previous JA.
- A separate column was added requesting information about the SPOs having to possibly perform some duties in the future that they were not currently performing. This was a general question to gauge the SPOs' awareness of upcoming changes to operations based on the DOE mission.
- A gap analysis should be completed on both the current BSPOT training and site-specific training that is supported by this JA. There could well be gaps based on the new tasks that will need to be addressed by new or revised objectives and new training.
- Individual sites are encouraged to use task inventories generated by this process toward the development of their site-specific analyses. These inventories should be used only as input, with site SMEs adding or deleting tasks/subtasks as needed. A full validation of the resulting site-specific task inventory should be conducted at the site level.
- There are two critically important facts to note in reviewing the data generated by this survey.
 1. The first fact is that the training decision tree tends to return a recommendation of *Informal* in cases where the duty or task in question is performed very frequently (i.e., on a daily basis) or is not rated high in difficulty. An example of this can be seen in Duty FP, Task 01a, Load handgun. Although the decision tree assumes that this task need *not* be formally trained (because it is performed every shift), no one would be expected to learn this task through OJT. Likewise, an SPO should not be expected to perform the Duty VO – Vehicle Operations without some formal training in the beginning.

2. The second fact is that the job analysis evaluates data from expert performers who are presently performing in the position, *as it currently exists*. The JA does not usually identify duties or tasks that might need to be performed *in the near future*. This is true even though information may exist (e.g., the new Design Basis Threat) that might indicate the need for changes in duties or tasks, and therefore in associated training recommendations and training activities. (See Section 2 of this report.)
- Several respondents commented that their answers were based simply on their experience with the duty/task in a training situation and that they had never or rarely had to actually perform the task.
 - For example, only 50% of the respondents answered that they had ever handled, or would be expected to handle, a hostage situation. Although it's true that many SPOs may indeed never respond to such an incident, the training recommendation of *Informal* would be insufficient to prepare them to do so if the situation arose.
 - Another area where this can be seen is duty CB – Chemical Biological Warfare Operations. Although most of the respondents (71%) felt that the activity was difficult enough that it needed training, not all respondents stated that they had any role in CBW operations. In CBW and all other duties during which personal protective equipment (PPE) may be employed, there appears to be a need to add training for that task.
 - The raw data from this survey is available in Word and Excel files. If further analysis of the survey results is desired, request this data from the NTC Instructional Systems Design Department.

Summary

There is an inherent challenge in developing training that is responsive to the overarching needs identified in this job analysis. This challenge lies in the fact that diverse contractors operate the sites with only general orders from DOE. Although variations in site-specific responses are not specifically delineated in the appendices of this report, comparisons between site responses clearly indicate the wide variety of duties and different applications of SPO personnel. Differing site missions and locations (i.e., urban v. rural) require differing task focuses that cannot be appropriately addressed in a basic training class comprising individuals from many field sites. It is to be expected that individual sites may disagree with training recommendations from this general JA, i.e., disagree with tasks that must be trained in an overall basic course but will not be used at their site.

In order to develop appropriate, accurate, leading-edge training that serves the DOE SPO I/II's needs, we must consider existing and potential future environmental conditions. The terrorist threat, although always present, has been heightened since the

September 11 attacks. DOE reflects the evident and indeed expected trend toward a more tactically focused response force. Because a job analysis examines a job, as it currently exists, the data presented here *cannot be considered merely at face value*. Additional input is needed from the field training managers and others who know the future direction of the DOE sites, so that training recommendations can be assessed in light of that knowledge and revised as appropriate. In this way, training can be designed and developed today to address the needs of tomorrow's SPOs as they face new adversaries.

Note: Section 2 of this report addresses the need for additional input. Appendix H is the result of this additional input.

References

U.S. Department of Energy (1994). DOE Handbook 1076-94, *Table Top Job Analysis*. Oak Ridge, TN: Department of Energy Office of Scientific and Technical Information.

U.S. Department of Energy (06/30/00). DOE O 473.2, *Protective Force Program*.

U.S. Department of Energy (12/20/2001). DOE M 473.2-2 Chg 1, *Protective Force Program Manual*.

U.S. Department of Energy (01/17/02). DOE M 473.2-1A, *Firearms Qualification Courses Manual*.

Section 2

SPO I and II Job Analysis Report Training Managers Recommendations

Summary

In light of the global spread of active terrorist attacks, and the 9/11 incidents on US soil, the focus of the DOE is shifting from a model of industrial/law enforcement security for its assets to a “military base defense” model of active denial and adversary engagement as outlined in the new Design Basis Threat (DBT). Therefore, the duties of the SPO I and II are changing in nature and focus in order to meet the new requirements. Some of the duties and expectations of the SPO I/II have already changed and more changes are expected in the near future. However, the impact of the transitional scenario on defining the job of a SPO I/II required that the job analysis process be expanded to look at not only the job as it is currently done, but how it is anticipated it will be done in the near future. It was determined that additional work in the data gathering and validation phases of the job analysis process would be required to make the resulting document both useful and an accurate representation of the changes and challenges facing the SPO I/II today.

Two additional steps were taken in the job analysis process, both involving the training managers and senior training staff from the DOE sites. The 508 tasks and subtasks that were identified in 13 duty areas were rated by 217 protective force officers, each of whom was either currently an SPO II or who had previous SPO II experience (the SPO I position is little used any longer (see page 3 under Section 1, *Resources/Methodology*). But the analysts were aware that both the training and site managers had notification as well as additional knowledge that SPO duties were to be refocused and performed with a greater emphasis on tactical operations. The results of the initial survey were tallied and distributed to the training managers with the request that they, and their senior training staff 1) review the duty/task items for completeness and suggest additions or deletions, as appropriate, based on their knowledge of the job requirements, and 2) note any of the training recommendations with which they disagreed and to list the reasons why. This additional input was compiled, not as a formal data set, but as an informational working document of educated opinions.

Once the original surveys were received and secondarily validated by the training managers and their senior training staff, an all day meeting was convened to bring them together to discuss their responses, debate the proposed changes, and resolve, if possible, any discrepancies in the data. The stated outcome of the meeting for the purpose of job analysis was to finalize the duty/task list and the training recommendations, accounting for the DOE's change in focus. Additionally, the group reviewed the existing training (the Basic Security Police Officer training course or

BSPOT) against the new JA and outlined any changes in training where it would be required.

NOTE: The minutes of this meeting are in Appendix G.

All of the sites were invited to the meeting, which was held at the DOE's Energy Training Complex on Kirtland Air Force Base on September 29, 2004. The following individuals attended representing the following sites:

Bill Sanders, DOE/HQ/OA
Jim Rackstraw, OR
John Burleson, OR
Connie Maddox, Hanford
Dick Des Reis, SRS
Jeff Schultz, SNL
Randy Garver, SRS
Mike Wilson, LANL/PTLA
Mike Wismer, LANL
Joan Pechtcl, INEEL
Mike Voce, NTS
Wes Cox, NTC GM,
Grady Smith, NTC
John Mallory, NTC
Jeff Hoffman, NTC
Deborah Kaufman, NTC
Nancy Bruetsch, NTC

Through a facilitated discussion, a revised listing of duties, tasks and training recommendations was developed and is included in Section II of this report (Appendix H).

In the original training recommendations in Appendix E of Section I of this report, most of the duties/tasks were primarily designated as Informal. As a result of the meeting with the training managers, the duties/tasks are reported in the Appendix H (a revised version of Appendix E) training recommendations *almost exclusively as "Train."* Only two tasks have an **"Informal"** training recommendation:

Duty CO – Communications
01. Operate telephones
02. Operate pagers

Only two tasks were listed as **"Train – Site Specific,"** meaning that the tasks need to be trained but the training would be handled by the sites alone that had need for the performance of those tasks:

- Duty AF – Application of the Force Continuum
 - 05. Employ collapsible baton
 - 06. Employ OC spray

Finally, only one task was ranked as “**Recurring – Site Specific:**”

- Duty FP – Firearms Proficiency
 - 03. Employ advanced weapons

This revised training recommendation data is evidence that the training managers strongly believe nearly every task performed by the SPO I/II should be formally trained either by the NTC in the BSPOT (or other) course or by the site in its further training of its Protective Force officers. *It is this set of training recommendations (Appendix H) that the DOE-NTC should use to determine current training topics for the SPO I/II positions. Sites should use the duties and tasks listed in Appendix H as the starting point in developing/revising their site-specific SPO I/II job analysis since there were a few tasks added by the training managers.*

APPENDIX A
Security Police Officer I and II
Job Analysis
Job Duty and Task List (Survey Version)

	TASK
DUTY	Duty BD – BEGIN DUTY.
BD 1	01. Report fit for duty
BD 1a	a. Perform fitness for duty
BD 1a-i	i. Report medication taken
BD 1a-ii	ii. Display proper grooming
BD 1a-iii	iii. Wear appropriate uniform/equipment
BD 1a-iv	iv. Report mentally fit
BD 1a-v	v. Report physically fit
BD 1b	b. Report to correct location
BD 1c	c. Possess credentials
BD 2	02. Obtain duty items
BD 2a	a. Obtain security keys
BD 2b	b. Obtain communications equipment
BD 3	03. Inspect duty equipment
BD 3a	a. Conduct serviceability inspection
BD 3b	b. Conduct operability check
BD 4	04. Draw duty firearm(s)
BD 4a	a. Inspect firearm
BD 4b	b. Inspect magazine
BD 4c	c. Load firearm in proper duty condition
BD 5	05. Obtain duty information
BD 5a	a. Obtain information from supervisor
BD 5b	b. Obtain information from co-workers
BD 5c	c. Obtain information from bulletins
BD 5d	d. Review post orders and logs
BD 6	06. Assume post
BD 6a	a. Ensure cleanliness of post
BD 6b	b. Receive post keys
BD 6c	c. Receive post information
BD 6d	d. Report status of post
BD 6e	e. Inventory post equipment
BD 7	07. Inspect operational readiness of post
BD 7a	a. Inspect post weapons
BD 7b	b. Inspect post communications equipment
BD 7c	c. Inspect physical barriers
BD 7d	d. Perform operation checks of post alarms
BD 7e	e. Perform operation checks of duress alarms
BD 7f	f. Report maintenance needs
DUTY	Duty VO – VEHICLE OPERATIONS.
VO 1	01. Inspect vehicle
VO 1a	a. Conduct maintenance inspection (brakes, lights, etc.)
VO 1b	b. Conduct operational equipment inspection (gun racks, firearms, etc.)

APPENDIX A
Security Police Officer I and II
Job Analysis
Job Duty and Task List (Survey Version)

	TASK
VO 1b-i	i. Check equipment by standardized load plan
VO 1c	c. Report discrepancies to supervisor
VO 1d	d. Complete vehicle log or report
VO 2	02. Drive vehicle
VO 2a	a. Drive vehicle under non-response conditions
VO 2b	b. Drive vehicle under emergency response conditions
DUTY	Duty CO – COMMUNICATIONS.
CO 1	01. Operate telephones
CO 1a	a. Operate landline phone
CO 2	02. Operate pagers
CO 3	03. Operate radio systems
CO 3a	a. Operate handheld/portable
CO 3b	b. Operate base station
CO 3c	c. Operate vehicle radio
CO 3d	d. Transmit duress signal
CO 3e	e. Perform compromised radio countermeasures
CO 3f	f. Perform anti-jamming countermeasures
CO 3g	g. Operate radio in secure/encrypted mode
CO 3h	h. Operate radio in clear mode
CO 3i	i. Operate radio in all radio networks/channels
CO 4	04. Use visual signals
CO 4a	a. Use lights
CO 4b	b. Use hand/arm signals
CO 4c	c. Use color codes
CO 4d	d. Use authentication techniques
CO 5	05. Communicate in writing
CO 5a	a. Report essential elements of information
CO 5b	b. Complete documentation
CO 6	06. Communicate orally
CO 6a	a. Report essential elements of information
CO 6b	b. Communicate plan of action
CO 6c	c. Acknowledge receipt of communication
CO 6d	d. Present oral incident report
CO 6e	e. Conduct pass-on briefing
DUTY	Duty PO – PATROL OPERATIONS.
PO 1	01. Conduct patrol
PO 1a	a. Patrol perimeter on foot
PO 1b	b. Patrol security areas on foot
PO 1c	c. Perform fire-watch on foot
PO 1d	d. Patrol roadways in vehicle
PO 1e	e. Patrol perimeters in vehicle
PO 1f	f. Patrol security areas in vehicle

APPENDIX A
Security Police Officer I and II
Job Analysis
Job Duty and Task List (Survey Version)

	TASK
PO 1g	g. Enforce traffic rules
PO 1h	h. Report security violations
PO 1i	i. Access buildings and gates
PO 1j	j. Secure buildings and gates
PO 1k	k. Access repositories/vaults
PO 1l	l. Secure repositories/vaults
PO 1m	m. Install security seals
PO 1n	n. Inspect security seals
PO 1o	o. Account for security seals
PO 1p	p. Report broken security seals
PO 1q	q. Report maintenance needs
PO 1r	r. Identify ES&H hazards
PO 1s	s. Report ES&H hazards
DUTY	Duty AC – ACCESS / EGRESS CONTROL
AC 1	01. Control access of authorized and/or uncleared personnel
AC 1a	a. Identify badges and passes
AC 1b	b. Grant access
AC 1c	c. Deny access
AC 1c-i	i. Follow site procedure
AC 2	02. Control access of unauthorized and/or uncleared personnel
AC 2a	a. Identify badges and passes
AC 2b	b. Grant access
AC 2b-i	i. Determine need for escort
AC 2b-ii	ii. Enforce conditions of escort assignment
AC 2c	c. Complete access logs/forms
AC 2d	d. Deny access
AC 2d-i	i. Follow site procedure
AC 3	03. Operate detection devices
AC 3a	a. Operate Special Nuclear Material detectors
AC 3b	b. Operate metal detectors
AC 3c	c. Operate badge reader/scanner
AC 3d	d. Operate explosive detector
AC 3e	e. Operate X-ray machine
AC 3f	f. Monitor Closed-Circuit TV (CCTV)
AC 4	04. Operate gates and barriers
AC 4a	a. Operate pedestrian gates and barriers
AC 4b	b. Operate vehicle gates and barriers
AC 5	05. Perform escort duties
AC 5a	a. Identify conditions of escort assignment
AC 5b	b. Alert area personnel of uncleared person(s)
AC 5c	c. Maintain control of escorted individual
AC 5d	d. Transfer control to relief escort
AC 6	06. Control egress

APPENDIX A
Security Police Officer I and II
Job Analysis
Job Duty and Task List (Survey Version)

	TASK
AC 6a	a. Identify badges and passes
AC 6b	b. Enforce property removal procedures
AC 6c	c. Authorize egress
AC 6d	d. Deny egress
AC 6d-i	i. Follow site procedure
AC 7	07. Implement emergency security procedures
AC 7a	a. Execute evacuation procedures
AC 7b	b. Secure gate
AC 7c	c. Secure building
AC 7d	d. Move to designated defensive position
DUTY	Duty SI – SEARCHES AND INSPECTIONS.
SI 1	01. Inspect personnel for prohibited items
SI 1a	a. Inspect personnel visually
SI 1b	b. Inspect using detection devices
SI 1c	c. Identify prohibited item(s)
SI 1d	d. Control prohibited item(s)
SI 1d-i	i. Separate item from owner
SI 1e	e. Notify supervisor
SI 2	02. Inspect possessions for prohibited items
SI 2a	a. Inspect possessions visually
SI 2b	b. Inspect using detection devices
SI 2c	c. Identify prohibited item(s)
SI 2d	d. Control prohibited item(s)
SI 2d-i	i. Separate item from owner
SI 2e	e. Notify supervisor
SI 3	03. Conduct vehicle search
SI 3a	a. Inspect possessions visually
SI 3b	b. Inspect using detection devices
SI 3c	c. Use mirrors
SI 3d	d. Identify prohibited item(s)
SI 3e	e. Control prohibited item(s)
SI 3e-i	i. Separate item from owner
SI 3f	f. Notify supervisor
SI 4	04. Respond to controlled items in possession upon entry
SI 4a	a. Deny access with controlled item
SI 4b	b. Detain person and item
SI 4c	c. Notify supervisor
SI 4d	d. Complete documentation
SI 5	05. Respond to controlled items in possession upon exit
SI 5a	a. Detain person and item
SI 5a-i	i. Separate item from owner
SI 5b	b. Notify supervisor
SI 5c	c. Complete documentation

APPENDIX A
Security Police Officer I and II
Job Analysis
Job Duty and Task List (Survey Version)

	TASK
SI 6	06. Conduct random searches
SI 6a	a. Conduct random searches of personnel
SI 6b	b. Conduct random searches of property
SI 6c	c. Conduct random searches of vehicles
DUTY	Duty AF – APPLICATION OF FORCE CONTINUUM
AF 1	01. Employ cooperative controls
AF 1a	a. Employ officer presence
AF 1a-i	i. Use interview stance
AF 1b	b. Employ verbal persuasion
AF 2	02. Employ contact controls
AF 2a	a. Perform position of advantage
AF 3	03. Employ compliance techniques
AF 3a	a. Control resistance with pressure control locks
AF 3b	b. Control resistance with pressure sensitive areas
AF 4	04. Employ defensive techniques
AF 4a	a. Control assailant with weapons
AF 4b	b. Perform empty hand blocks
AF 4c	c. Defend from ground fighting position
AF 4d	d. Control assailant with takedowns / stabilizations
AF 4e	e. Control assailant with countermoves
AF 4f	f. Perform handgun takeaway techniques
AF 4g	g. Perform long gun takeaway techniques
AF 4h	h. Perform weapon retention techniques
AF 5	05. Employ collapsible baton
AF 5a	a. Draw baton
AF 5b	b. Assume carry position
AF 5c	c. Strike with baton
AF 5d	d. Retain baton
AF 6	06. Employ OC spray
AF 6a	a. Apply OC spray
AF 6b	b. Perform post-application actions
AF 7	07. Employ deadly force
AF 7a	a. Deliver deadly force
AF 7b	b. Secure suspect
AF 7c	c. Secure scene
AF 7d	d. Make notifications
AF 7e	e. Render first aid
AF 8	08. Apprehension and Control
AF 8a	a. Perform cursory search
AF 8b	b. Effect arrest
AF 8c	c. Issue Miranda rights
AF 8d	d. Perform full search
AF 8e	e. Perform duties of contact officer

APPENDIX A
Security Police Officer I and II
Job Analysis
Job Duty and Task List (Survey Version)

	TASK
AF 8f	f. Perform duties of cover officer
AF 8g	g. Transport suspect
AF 8h	h. Process apprehended suspect
AF 8i	i. Use metal handcuffs
AF 8j	j. Use flex-cuffs
AF 8k	k. Remove handcuffs from cooperative suspect
AF 8l	l. React to uncooperative suspect while removing handcuffs
DUTY	Duty FP – FIREARMS PROFICIENCY
FP 1	01. Employ handgun
FP 1a	a. Load handgun
FP 1a-i	i. Perform press check
FP 1b	b. Perform handgun presentation
FP 1c	c. Perform speed reload
FP 1d	d. Perform tactical reload
FP 1e	e. Perform low ready position
FP 1f	f. Shoot handgun from a standing position
FP 1g	g. Shoot handgun from a barricade position
FP 1h	h. Shoot handgun from a kneeling position
FP 1i	i. Shoot handgun from a prone position
FP 1j	j. Shoot handgun from a weapon retention position
FP 1k	k. Shoot handgun using strong hand only
FP 1l	l. Shoot handgun using weak hand only
FP 1m	m. Shoot handgun under low light conditions
FP 1n	n. Shoot handgun using pivots
FP 1o	o. Shoot handgun at moving targets
FP 1p	p. Transition from handgun to rifle
FP 1q	q. Shoot handgun while engaging multiple targets
FP 1r	r. Employ handgun while shooting and moving
FP 1s	s. Perform one-hand presentation techniques
FP 1t	t. Perform on hand loading
FP 1u	u. Perform one hand unloading
FP 1v	v. Perform one hand malfunction clearing
FP 1w	w. Clear handgun malfunctions
FP 1x	x. Familiarize shooting with protective mask
FP 1y	y. Unload handgun
FP 1z	z. Clean handgun
FP 1aa	aa. Disassemble handgun
FP 1bb	bb. Assemble handgun
FP 1cc	cc. Conduct functions check
FP 1dd	dd. Qualify DOE daylight course
FP 1ee	ee. Qualify DOE low light course
FP 2	02. Employ Rifle
FP 2a	a. Load rifle

APPENDIX A
Security Police Officer I and II
Job Analysis
Job Duty and Task List (Survey Version)

	TASK
FP 2a-i	i. Perform press check
FP 2b	b. Adjust sights
FP 2c	c. Perform rifle presentation
FP 2d	d. Perform high ready
FP 2e	e. Perform low ready
FP 2f	f. Perform speed reload
FP 2g	g. Perform tactical reload
FP 2h	h. Shoot rifle from a standing position
FP 2i	i. Shoot rifle from a squat position
FP 2j	j. Shoot rifle from a sitting position
FP 2k	k. Shoot rifle from a barricade position
FP 2l	l. Shoot rifle from a kneeling position
FP 2m	m. Shoot rifle from prone position
FP 2n	n. Shoot rifle from a weapon retention position
FP 2o	o. Shoot rifle under low light conditions
FP 2p	p. Shoot rifle using pivots
FP 2q	q. Shoot rifle at moving targets
FP 2r	r. Transition from rifle to handgun
FP 2s	s. Familiarize shooting on non-strong side
FP 2t	t. Shoot rifle while engaging multiple targets
FP 2u	u. Employ rifle while shooting and moving
FP 2v	v. Clear rifle malfunctions
FP 2w	w. Familiarize shooting with protective mask
FP 2x	x. Perform rifle carry positions
FP 2y	y. Unload rifle
FP 2z	z. Clean rifle
FP 2aa	aa. Disassemble rifle
FP 2bb	bb. Assemble rifle
FP 2cc	cc. Conduct functions check
FP 2dd	dd. Qualify DOE daylight course
FP 2ee	ee. Qualify DOE low light course
FP 3	03. Employ advanced weapons
FP 3a	a. Employ sub-machine gun
FP 3b	b. Employ machine gun (MG)
FP 3b-i	i. Employ light MG (M-249, M-240, M-60)
FP 3b-ii	ii. Employ Heavy MG (M-2, .50 cal)
FP 3b-iii	iii. Employ Grenade MG (MK-19)
FP 3c	c. Employ grenade launcher (M-203, HK-69)
FP 3d	d. Employ bolt action (.308, Barrett .50 cal)
FP 3e	e. Employ TRAP
DUTY	Duty NR – NON-SECURITY RESPONSE
NR 1	01. Respond to hazmat incident
NR 1a	a. Conduct assessment

APPENDIX A
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Job Duty and Task List (Survey Version)

	TASK
NR 1b	b. Don Personal Protective Equipment as needed
NR 1c	c. Control incident area
NR 1d	d. Report observations
NR 1e	e. Follow directions
NR 1f	f. Repeat previous steps if needed as conditions change
NR 2	02. Respond to medical incident
NR 2a	a. Conduct assessment
NR 2b	b. Don Personal Protective Equipment as needed
NR 2c	c. Control incident area
NR 2d	d. Report observations
NR 2e	e. Follow directions
NR 2f	f. Repeat previous steps if needed as conditions change
NR 3	03. Respond to fire alarm
NR 3a	a. Conduct assessment
NR 3b	b. Don Personal Protective Equipment as needed
NR 3c	c. Control incident area
NR 3d	d. Report observations
NR 3e	e. Follow directions
NR 3f	f. Repeat previous steps if needed as conditions change
NR 4	04. Respond to radiation alarm
NR 4a	a. Conduct assessment
NR 4b	b. Don Personal Protective Equipment as needed
NR 4c	c. Control incident area
NR 4d	d. Report observations
NR 4e	e. Follow directions
NR 4f	f. Repeat previous steps if needed as conditions change
NR 5	05. Respond to vehicle accident
NR 5a	a. Conduct assessment
NR 5b	b. Don Personal Protective Equipment as needed
NR 5c	c. Control incident area
NR 5d	d. Report observations
NR 5e	e. Follow directions
NR 5f	f. Repeat previous steps if needed as conditions change
NR 6	06. Respond to natural disasters
NR 6a	a. Conduct assessment
NR 6b	b. Don Personal Protective Equipment as needed
NR 6c	c. Control incident area
NR 6d	d. Report observations
NR 6e	e. Follow directions
NR 6f	f. Repeat previous steps if needed as conditions change
DUTY	Duty SR – SECURITY RESPONSE
SR 1	01. Respond to security alarm
SR 1a	a. Follow site procedure

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Job Analysis
Job Duty and Task List (Survey Version)

	TASK
SR 1b	b. Conduct assessment
SR 1c	c. Don Personal Protective Equipment as needed
SR 1d	d. Control incident area
SR 1e	e. Report observations
SR 1f	f. Follow directions
SR 1g	g. Repeat previous steps if needed as conditions change
SR 2	02. Respond to suspicious packages
SR 2a	a. Receive threat via telephone
SR 2a-i	i. Follow site procedures
SR 2b	b. Receive threat via detection device
SR 2b-i	i. Discontinue radio use
SR 2b-ii	ii. Follow site procedures
SR 2c	c. Receive threat via search
SR 2c-i	i. Discontinue radio use
SR 2c-ii	ii. Follow site procedures
SR 2d	d. Conduct assessment
SR 2e	e. Don Personal Protective Equipment as needed
SR 2f	f. Control incident area
SR 2g	g. Report observations
SR 2h	h. Follow directions
SR 2i	i. Repeat previous steps if needed as conditions change
SR 3	03. Respond to suspicious device
SR 3a	a. Follow site procedure
SR 3b	b. Discontinue radio use
SR 3c	c. Conduct assessment
SR 3d	d. Don Personal Protective Equipment as needed
SR 3e	e. Control incident area
SR 3f	f. Report observations
SR 3g	g. Follow directions
SR 3h	h. Repeat previous steps if needed as conditions change
SR 4	04. Respond to civil disturbance
SR 4a	a. Follow site procedure
SR 4b	b. Conduct assessment
SR 4c	c. Report observations
SR 4d	d. Control incident area
SR 4d-i	i. Employ riot baton
SR 4d-ii	ii. Employ formations
SR 4d-iii	iii. Employ riot equipment
SR 4e	e. Follow directions
SR 4f	h. Repeat previous steps if needed as conditions change
SR 5	05. Respond to hostage situation
SR 5a	a. Follow site procedure
SR 5b	b. Conduct assessment
SR 5c	c. Don Personal Protective Equipment as needed

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	TASK
SR 5d	d. Control incident area
SR 5e	e. Report observations
SR 5f	f. Follow directions
SR 5g	g. Repeat previous steps if needed as conditions change
SR 6	06. Respond to barricaded suspect situation
SR 6a	a. Follow site procedure
SR 6b	b. Conduct assessment
SR 6c	c. Don Personal Protective Equipment as needed
SR 6d	d. Control incident area
SR 6e	e. Report observations
SR 6f	f. Follow directions
SR 6g	g. Repeat previous steps if needed as conditions change
SR 7	07. Respond to sabotage, theft, or unauthorized control of SNM
SR 7a	a. Follow site procedure
SR 7b	b. Conduct assessment
SR 7c	c. Don Personal Protective Equipment as needed
SR 7d	d. Control incident area
SR 7e	e. Report observations
SR 7f	f. Follow directions
SR 7g	g. Repeat previous steps if needed as conditions change
SR 8	08. Respond to airborne intrusion
SR 8a	a. Follow site procedure
SR 8b	b. Conduct assessment
SR 8c	c. Don Personal Protective Equipment as needed
SR 8d	d. Control incident area
SR 8e	e. Report observations
SR 8f	f. Follow directions
SR 8g	g. Repeat previous steps if needed as conditions change
SR 9	09. Evacuate building(s)
SR 9a	a. Make notification to building management
SR 9b	b. Secure evacuated area
SR 9c	c. Conduct building search, as needed
SR 9d	d. Support re-entry operations, as needed
DUTY	Duty CB – CHEMICAL BIOLOGICAL WARFARE (CBW) OPERATIONS
CB 1	01. Inspect serviceability of Chem/Bio equipment
CB 2	02. Respond to a Chem/Bio threat
CB 2a	a. Prepare for possible attack
CB 2b	b. Implement SECON (Security Conditions) measures
CB 2b-i	i. Evacuate
CB 2b-ii	ii. Take shelter
CB 3	03. Respond to a Chem/Bio attack
CB 3a	a. Recognize indicators of a Chem/Bio attack
CB 3a-i	i. Respond to detection by equipment

APPENDIX A
Security Police Officer I and II
Job Analysis
Job Duty and Task List (Survey Version)

	TASK
CB 3a-ii	ii. Respond to symptoms
CB 3a-iii	iii. Respond to adversaries wearing PPE
CB 3b	b. React to Chem/Bio attack
CB 3b-i	i. Evacuate
CB 3b-ii	ii. Take shelter
CB 3b-iii	iii. Make notifications
CB 3b-iv	iv. Initiate containment
CB 4	04. Employ protective equipment
CB 4a	a. Don protective mask
CB 4b	b. Don protective mask for downed responder
CB 4c	c. Clear fog or humidity from mask
CB 4d	d. Drink water while in mask
DUTY	Duty TO – TACTICAL OPERATIONS
TO 1	01. Perform ambush
TO 1a	a. Conduct ambush operations
TO 1b	b. Conduct counter-ambush operations
TO 2	02. Perform vehicle stops
TO 2a	a. Conduct known risk vehicle stop
TO 2b	b. Conduct unknown risk vehicle stop
TO 2c	c. Perform pursuit operations
TO 3	03. Conduct road-block operations
TO 3a	a. Deploy stop stick/strips
TO 3b	b. Initiate diverting roadblock
TO 3c	c. Initiate disabling roadblock
TO 3d	d. Initiate clearing roadblock
TO 4	04. Perform containment operations
TO 4a	a. Establish inner containment area
TO 4a-i	i. Establish observation of perimeter
TO 4a-ii	ii. Select a hasty fighting position
TO 4a-iii	iii. Occupy deliberate fighting position
TO 4b	b. Establish outer containment area
TO 4b-i	i. Establish observation of perimeter
TO 4b-ii	ii. Select a hasty fighting position
TO 4b-iii	iii. Occupy deliberate fighting position
TO 4c	c. Establish building containment
TO 4c-i	i. Establish observation of perimeter
TO 4c-ii	ii. Select a hasty fighting position
TO 4c-iii	iii. Occupy deliberate fighting position
TO 5	05. Perform building search techniques
TO 5a	a. Conduct building search during daylight
TO 5a-i	i. Assess building for threat indicators
TO 5a-ii	ii. Approach building
TO 5a-iii	iii. Enter building

APPENDIX A
Security Police Officer I and II
Job Analysis
Job Duty and Task List (Survey Version)

	TASK
TO 5b	b. Conduct building search during low light
TO 5b-i	i. Assess building for threat indicators
TO 5b-ii	ii. Approach building
TO 5b-iii	iii. Enter building
TO 6	06. Employ observation techniques
TO 6a	a. Occupy listening post
TO 6b	b. Employ optics equipment
TO 6c	c. Employ daylight observation techniques
TO 6d	d. Employ low light observation techniques
TO 6e	e. Respond to target indicators
TO 6f	f. Make notifications
TO 7	07. Perform individual tactical movement techniques
TO 7a	a. Perform high crawl
TO 7b	b. Perform low crawl
TO 7c	c. Perform rush
TO 7d	d. Perform silent walk
TO 7e	e. Perform schoolboy drop
TO 7f	f. Perform spider drop
TO 8	08. Perform team tactical movement techniques
TO 8a	a. Conduct fire and maneuver team movement
TO 8a-i	i. Perform over-watch
TO 8a-ii	ii. Perform bounding over-watch
TO 8a-iii	iii. Perform traveling
TO 8b	b. Conduct fire and movement team movement
TO 8b-i	i. Perform over-watch
TO 8b-ii	ii. Perform bounding over-watch
TO 8b-iii	iii. Perform traveling
TO 8c	c. Conduct assault team movement
TO 8c-i	i. Control fire
TO 9	09. Perform as Alternate Team Leader (ATL)
TO 9a	a. Confirm absence of leader
TO 9b	b. Assume leadership duties
DUTY	Duty ED – END DUTY
ED 1	01. Clean duty areas
ED 1a	a. Clean equipment
ED 1b	b. Clean post
ED 1c	c. Clean vehicle
ED 2	02. Pass on pertinent information
ED 2a	a. Relay information to relief officer
ED 2b	b. Relay information to supervisor
ED 3	03. Complete daily logs
ED 3a	a. Review logs/reports
ED 3b	b. Complete logs/reports

APPENDIX A
Security Police Officer I and II
Job Analysis
Job Duty and Task List (Survey Version)

	TASK
ED 4	04. Unload assigned service weapon(s)
ED 4a	a. Clear weapon
ED 4b	b. Inspect weapon
ED 5	05. Turn in duty equipment
ED 5a	a. Return equipment to proper location
ED 5b	b. Ensure equipment accountability

APPENDIX B
Security Police Officer I and II
Job Analysis
Definitions

1. Job Analysis: a systematic method used in obtaining a detailed listing of the tasks of a specific job

2. Job: all the duties and tasks performed by a single worker (Truck Driver, Computer operator)

3. Duty Areas (Duties): the major divisions of work performed by the worker (Vehicle Operations, Data management)

4. Task: a group of actions that lead to meaningful outcome or result (drive vehicle, establish database)

5. Subtask: portions of task performance that have meaning, cannot stand alone) (parallel park, set up data fields)

6. Elements: actions, steps, or decisions necessary to perform a task or subtask (Line up vehicle, turn on computer)

7. Expert Performer: people who are currently performing a particular job (know how the job is actually performed, knows environmental constraints that affect performance, can explain mental processes involved in performance, can identify documentation used on the job)

8. Subject Matter Expert (SME): those who have knowledge of the job being analyzed by do not currently perform the job (knows how the job is supposed to be performed, knows how the job fits into the context of site operations, can identify quality source documents, can identify expert performers)

9. Ability: the physical and mental capability to perform

10. Attributes: the distinctive characteristics of the task or element

11. Consequences: the potential for an adverse impact on operation, national security, personnel, equipment or the environment if improperly performed

12. Decision Tree: tool used to determine training recommendations

13. Difficulty: a measure of the mental ability and motor skills necessary to perform a given task

14. Frequency: how often a task is performed in relation to the position being analyzed

15. Knowledge: information acquired and stored in memory

16. Skill: the application of knowledge and/or ability to perform

17. Task Analysis: a method for determining, in precise detail and in quantifiable terms, the specific elements of a job

18. Task Inventory: a listing of the tasks associated with a given job

DIFFICULTY		CONSEQUENCE		FREQUENCY		TRAIN	
High (≥3.5)	Moderate (≥2.5 - <3.5)	High (≥2.5)	Low (<2.5)	High	Moderate	Low	High
				Moderate	Moderate	Moderate	Moderate
				Low	Low	Low	Low
Moderate (≥2.5 - <3.5)	Low (1.0 - <2.5)	High (≥2.5)	Low (<2.5)	High	Moderate	Low	High
				Moderate	Moderate	Moderate	Moderate
				Low	Low	Low	Low
Low (1.0 - <2.5)		High (≥2.5)	Low (<2.5)	High	Moderate	Low	High
				Moderate	Moderate	Moderate	Moderate
				Low	Low	Low	Low

APPENDIX D
Security Police Officer I and II
Job Analysis

Percentage of Task Performance and Task Means

TASK	% of Performers	Difficulty	Consequence	Frequency
Duty BD – BEGIN DUTY.				
01. Report fit for duty	100%			
a. Perform fitness for duty	100%	1.88	3.32	4.73
i. Report medication taken	100%	2.09	3.68	3.94
ii. Display proper grooming	100%	1.91	3	4.64
iii. Wear appropriate uniform/equipment	100%	1.91	4.18	4.82
iv. Report mentally fit	100%	1.96	3.89	4.17
v. Report physically fit	100%	2.44	3.88	3.68
b. Report to correct location	100%	1.44	4.37	4.68
c. Possess credentials	100%	1.71	3.89	4.82
02. Obtain duty items	100%			
a. Obtain security keys	100%	1.5	3.8	4.93
b. Obtain communications equipment	100%	1.57	4.16	4.93
03. Inspect duty equipment	100%			
a. Conduct serviceability inspection	100%	1.71	3.68	4.8
b. Conduct operability check	100%	1.64	3.68	4.8
04. Draw duty firearm(s)	100%			
a. Inspect firearm	100%	1.86	3.96	4.8
b. Inspect magazine	100%	1.44	3.82	4.64
c. Load firearm in proper duty condition	100%	1.5	4.11	4.82
05. Obtain duty information	100%			
a. Obtain information from supervisor	100%	1.75	3.5	4.64
b. Obtain information from co-workers	100%	1.66	3.34	4.6
c. Obtain information from bulletins	100%	1.73	3.22	4.35
d. Review post orders and logs	100%	1.45	3.69	4.62
06. Assume post	100%			
a. Ensure cleanliness of post	100%	1.43	2.96	4.46
b. Receive post keys	100%	1.32	3.84	4.69
c. Receive post information	100%	1.52	3.51	4.46
d. Report status of post	100%	1.43	2.99	4.39
e. Inventory post equipment	100%	1.44	3.66	4.76
07. Inspect operational readiness of post	100%			
a. Inspect post weapons	64%	0.93	2.34	2.66
b. Inspect post communications equipment	100%	1.46	3.56	4.82
c. Inspect physical barriers	93%	1.36	3.36	4.18
d. Perform operation checks of post alarms	100%	1.44	3.71	4.29
e. Perform operation checks of duress alarms	100%	1.59	3.7	4.29
f. Report maintenance needs	100%	1.57	3.36	4.5
Duty VO – VEHICLE OPERATIONS.				
01. Inspect vehicle	100%			
a. Conduct maintenance inspection (brakes, lights, etc.	100%	1.54	3.71	4.59

APPENDIX D
Security Police Officer I and II
Job Analysis

Percentage of Task Performance and Task Means

TASK	% of Performers	Difficulty	Consequence	Frequency
b. Conduct operational equipment inspection (gun racks)	100%	1.61	3.79	4.59
i. Check equipment by standardized load plan	100%	1.68	3.37	4.56
c. Report discrepancies to supervisor	100%	1.39	3.3	4.14
d. Complete vehicle log or report	100%	1.82	3.3	4.75
02. Drive vehicle	100%			
a. Drive vehicle under non-response conditions	100%	1.7	3.89	4.57
b. Drive vehicle under emergency response conditions	100%	2.09	4.54	3.09

Duty CO – COMMUNICATIONS.

01. Operate telephones	100%			
a. Operate landline phone	100%	1.36	3.54	4.43
02. Operate pagers	57%			
03. Operate radio systems	100%			
a. Operate handheld/portable	100%	1.54	3.59	4.79
b. Operate base station	86%	1.54	3.23	3.86
c. Operate vehicle radio	93%	1.38	3.26	4.16
d. Transmit duress signal	100%	1.46	3.66	3.73
e. Perform compromised radio countermeasures	86%	1.5	2.87	2.76
f. Perform anti-jamming countermeasures	71%	1.09	2.3	2.37
g. Operate radio in secure/encrypted mode	86%	1.52	3.12	3.51
h. Operate radio in clear mode	100%	1.68	3.37	4.45
i. Operate radio in all radio networks/channels	93%	1.61	3.34	3.66
04. Use visual signals	93%			
a. Use lights	93%	1.57	3.21	3.46
b. Use hand/arm signals	86%	1.32	2.65	2.71
c. Use color codes	71%	1.07	2.28	2.55
d. Use authentication techniques	79%	1.64	2.58	2.68
05. Communicate in writing	93%			
a. Report essential elements of information	93%	1.68	3	3.66
b. Complete documentation	93%	1.68	2.9	3.54
06. Communicate orally	93%			
a. Report essential elements of information	93%	1.6	3.49	3.86
b. Communicate plan of action	93%	1.67	3.68	3.86
c. Acknowledge receipt of communication	93%	1.81	3.7	3.86
d. Present oral incident report	93%	1.25	3.44	3.88
e. Conduct pass-on briefing	93%	1.95	3.64	3.48

Duty PO – PATROL OPERATIONS.

01. Conduct patrol	100%			
a. Patrol perimeter on foot	100%	1.9	3.61	4.59
b. Patrol security areas on foot	100%	1.9	3.68	4.59
c. Perform fire-watch on foot	93%	1.53	3.2	3.88
d. Patrol roadways in vehicle	100%	1.9	3.75	4.74

APPENDIX D
Security Police Officer I and II
Job Analysis

Percentage of Task Performance and Task Means

TASK	% of Performers	Difficulty	Consequence	Frequency
e. Patrol perimeters in vehicle	100%	1.97	3.82	4.54
f. Patrol security areas in vehicle	100%	1.81	3.7	4.59
g. Enforce traffic rules	79%	1.25	2.52	3.16
h. Report security violations	100%	1.89	3.63	4.32
i. Access buildings and gates	100%	2.03	3.58	4.26
j. Secure buildings and gates	100%	1.96	3.45	4.46
k. Access repositories/vaults	93%	1.39	3.27	4.36
l. Secure repositories/vaults	100%	1.74	3.7	4.43
m. Install security seals	86%	1.46	3.2	2.84
n. Inspect security seals	86%	1.46	3.34	2.84
o. Account for security seals	86%	1.69	3.2	2.63
p. Report broken security seals	86%	1.47	3.34	2.5
q. Report maintenance needs	100%	1.6	3.25	4.11
r. Identify ES&H hazards	100%	1.74	3.46	4.12
s. Report ES&H hazards	100%	1.74	3.75	3.99

Duty AC – ACCESS / EGRESS CONTROL

01. Control access of authorized and/or uncleared personnel	100%			
a. Identify badges and passes	100%	2.21	4.19	4.61
b. Grant access	100%	1.71	4.19	4.61
c. Deny access	100%	1.98	4.48	3.25
i. Follow site procedure	100%	1.69	4.19	4.18
02. Control access of unauthorized and/or uncleared personnel	79%			
a. Identify badges and passes	79%	1.57	3.5	3.61
b. Grant access	86%	1.57	3.5	3.61
i. Determine need for escort	79%	1.64	3.41	3.59
ii. Enforce conditions of escort assignment	79%	1.71	3.29	3.59
c. Complete access logs/forms	79%	1.64	3.07	3.29
d. Deny access	79%	1.57	3.57	3.32
i. Follow site procedure	79%	1.5	3.5	3.75
03. Operate detection devices	64%			
a. Operate Special Nuclear Material detectors	50%	0.86	2.18	2.39
b. Operate metal detectors	64%	1.36	2.82	3.04
c. Operate badge reader/scanner	71%	1.64	2.93	3.25
d. Operate explosive detector	43%	0.79	1.87	1.93
e. Operate X-ray machine	43%	1	1.8	1.71
f. Monitor Closed-Circuit TV (CCTV)	64%	1.36	2.5	2.86
04. Operate gates and barriers	79%			
a. Operate pedestrian gates and barriers	79%	1.68	3.16	3.48
b. Operate vehicle gates and barriers	79%	1.46	3.18	3.48
05. Perform escort duties	57%			

APPENDIX D
Security Police Officer I and II
Job Analysis

Percentage of Task Performance and Task Means

TASK	% of Performers	Difficulty	Consequence	Frequency
a. Identify conditions of escort assignment	57%	1.18	2	2.36
b. Alert area personnel of uncleared person(s)	57%	1.18	2.14	2.36
c. Maintain control of escorted individual	57%	1.18	2.21	2.36
d. Transfer control to relief escort	57%	1.18	2	2.36
06. Control egress	79%			
a. Identify badges and passes	79%	1.82	3.12	3.37
b. Enforce property removal procedures	79%	1.93	3.05	3.3
c. Authorize egress	79%	1.82	2.96	3.3
d. Deny egress	79%	1.82	3.09	3.46
i. Follow site procedure	79%	1.82	3.25	3.68
07. Implement emergency security procedures	100%			
a. Execute evacuation procedures	100%	2.39	3.89	2.48
b. Secure gate	100%	2.04	3.82	2.76
c. Secure building	100%	2.11	3.89	2.73
d. Move to designated defensive position	100%	2.29	3.89	2.66
Duty SI – SEARCHES AND INSPECTIONS.				
01. Inspect personnel for prohibited items	100%			
a. Inspect personnel visually	100%	1.84	3.98	4.82
b. Inspect using detection devices	86%	1.39	3.41	3.68
c. Identify prohibited item(s)	100%	1.89	4.1	4.06
d. Control prohibited item(s)	100%	1.82	4.12	4.06
i. Separate item from owner	100%	2.04	4.12	3.92
e. Notify supervisor	100%	1.68	3.91	3.89
02. Inspect possessions for prohibited items	100%			
a. Inspect possessions visually	100%	2.11	3.98	4.61
b. Inspect using detection devices	71%	1.46	2.8	3.29
c. Identify prohibited item(s)	100%	1.96	4.12	4.04
d. Control prohibited item(s)	100%	1.89	4.12	4.11
i. Separate item from owner	100%	2.11	4.12	3.96
e. Notify supervisor	100%	1.75	3.91	3.91
03. Conduct vehicle search	100%			
a. Inspect possessions visually	100%	1.91	4	4.16
b. Inspect using detection devices	86%	1.34	3.36	3.3
c. Use mirrors	86%	1.55	3.46	3.86
d. Identify prohibited item(s)	100%	1.98	4.07	4.14
e. Control prohibited item(s)	100%	1.76	3.76	3.75
i. Separate item from owner	100%	1.87	3.94	3.64
f. Notify supervisor	100%	1.66	3.62	3.82
04. Respond to controlled items in possession upon entry	100%			
a. Deny access with controlled item	100%	2.18	4.29	3.25
b. Detain person and item	100%	2.25	4.29	3.18

APPENDIX D
Security Police Officer I and II
Job Analysis

Percentage of Task Performance and Task Means

TASK	% of Performers	Difficulty	Consequence	Frequency
c. Notify supervisor	100%	1.96	4.07	3.23
d. Complete documentation	100%	2.11	4.07	3.16
05. Respond to controlled items in possession upon exit	100%			
a. Detain person and item	100%	2.39	3.98	3.3
i. Separate item from owner	86%	1.89	3.55	3.01
b. Notify supervisor	100%	2.11	3.76	3.37
c. Complete documentation	86%	1.82	3.34	3.01
06. Conduct random searches	100%			
a. Conduct random searches of personnel	100%	1.71	3.82	4.43
b. Conduct random searches of property	100%	1.79	3.82	4.41
c. Conduct random searches of vehicles	100%	1.86	3.82	4.43
Duty AF – APPLICATION OF FORCE CONTINUUM				
01. Employ cooperative controls	100%			
a. Employ officer presence	100%	2	3.57	4.14
i. Use interview stance	100%	1.96	3.5	3.25
b. Employ verbal persuasion	100%	2.21	3.57	2.64
02. Employ contact controls	100%			
a. Perform position of advantage	100%	2.18	3.68	2.29
03. Employ compliance techniques	93%			
a. Control resistance with pressure control locks	93%	2.25	3.39	1.14
b. Control resistance with pressure sensitive areas	93%	2.25	3.39	1.14
04. Employ defensive techniques	93%			
a. Control assailant with weapons	93%	2.18	3.54	1.14
b. Perform empty hand blocks	93%	2.18	3.54	1.14
c. Defend from ground fighting position	93%	2.18	3.54	1.14
d. Control assailant with takedowns / stabilizations	93%	2.18	3.54	1.14
e. Control assailant with countermoves	93%	2.18	3.54	1.14
f. Perform handgun takeaway techniques	93%	2.18	3.61	1.14
g. Perform long gun takeaway techniques	93%	2.18	3.32	1.14
h. Perform weapon retention techniques	93%	2.18	3.32	1.14
05. Employ collapsible baton	57%			
a. Draw baton	64%	1.42	2.29	0.88
b. Assume carry position	64%	1.42	2.29	0.88
c. Strike with baton	64%	1.42	2.29	0.88
d. Retain baton	50%	1.25	1.79	0.71
06. Employ OC spray	29%			
a. Apply OC spray	36%	0.71	1.32	0.29
b. Perform post-application actions	36%	0.64	1.11	0.29
07. Employ deadly force	93%			
a. Deliver deadly force	79%	2.32	4.04	1.21
b. Secure suspect	93%	2.39	4.04	1.21

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Percentage of Task Performance and Task Means

TASK	% of Performers	Difficulty	Consequence	Frequency
c. Secure scene	93%	2.32	4.04	1.21
d. Make notifications	93%	2.25	3.89	1.21
e. Render first aid	93%	2.32	3.96	1.21
08. Apprehension and Control	100%			
a. Perform cursory search	100%	2.32	3.96	1.21
b. Effect arrest	93%	2.04	3.61	1.14
c. Issue Miranda rights	93%	2.14	3.61	1.14
d. Perform full search	100%	2.36	3.82	1.21
e. Perform duties of contact officer	100%	2.36	3.68	1.21
f. Perform duties of cover officer	100%	2.5	3.75	1.29
g. Transport suspect	93%	2.05	3.54	1.14
h. Process apprehended suspect	93%	1.96	3.57	1.29
i. Use metal handcuffs	100%	2.5	3.96	1.64
j. Use flex-cuffs	43%	1.07	1.89	0.64
k. Remove handcuffs from cooperative suspect	100%	2.34	3.82	1.64
l. React to uncooperative suspect while removing handcuffs	100%	2.43	3.96	1.21

Duty FP – FIREARMS PROFICIENCY

01. Employ handgun	100%			
a. Load handgun	100%	2.11	4.02	3.75
i. Perform press check	100%	2.21	4.02	2.32
b. Perform handgun presentation	100%	2.46	4.02	1.68
c. Perform speed reload	100%	2.54	3.88	1.25
d. Perform tactical reload	100%	2.5	3.88	1.18
e. Perform low ready position	100%	2.5	3.88	1.43
f. Shoot handgun from a standing position	100%	2.61	4.09	1.21
g. Shoot handgun from a barricade position	100%	2.68	4.09	1.21
h. Shoot handgun from a kneeling position	100%	2.64	4.06	1.29
i. Shoot handgun from a prone position	100%	2.68	3.95	1.21
j. Shoot handgun from a weapon retention position	86%	2.5	3.74	1
k. Shoot handgun using strong hand only	86%	2.43	3.52	1.04
l. Shoot handgun using weak hand only	100%	2.64	4.02	1.14
m. Shoot handgun under low light conditions	100%	2.64	3.99	1.14
n. Shoot handgun using pivots	79%	2.14	3.27	0.93
o. Shoot handgun at moving targets	71%	1.86	2.84	0.79
p. Transition from handgun to rifle	79%	2.07	3.34	0.86
q. Shoot handgun while engaging multiple targets	79%	2.18	3.27	0.89
r. Employ handgun while shooting and moving	79%	2.21	3.13	0.93
s. Perform one-hand presentation techniques	79%	2.14	3.2	0.93
t. Perform on hand loading	79%	2.14	3.2	1.14
u. Perform one hand unloading	79%	2.07	3.13	1.14
v. Perform one hand malfunction clearing	79%	2.18	3.16	1.18

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Percentage of Task Performance and Task Means

TASK	% of Performers	Difficulty	Consequence	Frequency
w. Clear handgun malfunctions	100%	2.68	4.09	1.43
x. Familiarize shooting with protective mask	93%	2.29	3.84	1.36
y. Unload handgun	100%	2.43	4.2	3.07
z. Clean handgun	100%	2.39	3.95	1.29
aa. Disassemble handgun	100%	2.46	3.95	1.32
bb. Assemble handgun	100%	2.43	3.88	1.39
cc. Conduct functions check	100%	2.5	3.91	1.36
dd. Qualify DOE daylight course	100%	2.61	4.02	1.29
ee. Qualify DOE low light course	100%	2.57	3.95	1.29
02. Employ Rifle	86%			
a. Load rifle	86%	1.82	3.13	2.04
i. Perform press check	86%	1.93	3.13	1.46
b. Adjust sights	86%	1.89	3.2	1.29
c. Perform rifle presentation	86%	1.89	3.13	1.25
d. Perform high ready	86%	1.93	3.27	1.21
e. Perform low ready	86%	1.89	5.49	1.18
f. Perform speed reload	86%	1.89	3.27	1.18
g. Perform tactical reload	86%	1.86	3.27	1.36
h. Shoot rifle from a standing position	86%	1.89	3.09	1.21
i. Shoot rifle from a squat position	50%	1.43	2.13	0.86
j. Shoot rifle from a sitting position	50%	1.43	2.27	0.86
k. Shoot rifle from a barricade position	57%	1.57	2.49	0.93
l. Shoot rifle from a kneeling position	86%	1.89	3.24	1.18
m. Shoot rifle from prone position	86%	1.89	3.06	1.18
n. Shoot rifle from a weapon retention position	71%	1.86	2.91	1.07
o. Shoot rifle under low light conditions	86%	1.89	3.31	1.18
p. Shoot rifle using pivots	64%	1.61	2.52	0.96
q. Shoot rifle at moving targets	71%	1.79	2.81	1.04
r. Transition from rifle to handgun	71%	1.86	2.74	1.04
s. Familiarize shooting on non-strong side	71%	1.82	2.7	1.07
t. Shoot rifle while engaging multiple targets	71%	1.75	2.74	1.07
u. Employ rifle while shooting and moving	71%	1.75	2.74	0.75
v. Clear rifle malfunctions	86%	1.89	3.16	1.18
w. Familiarize shooting with protective mask	86%	1.89	3.13	1.07
x. Perform rifle carry positions	86%	1.93	3.2	3.07
y. Unload rifle	86%	1.86	3.13	3.18
z. Clean rifle	86%	1.86	3.13	1.29
aa. Disassemble rifle	86%	1.89	3.24	1.29
bb. Assemble rifle	86%	1.93	3.2	1.25
cc. Conduct functions check	86%	1.86	3.13	1.43
dd. Qualify DOE daylight course	86%	1.89	3.2	1.11
ee. Qualify DOE low light course	86%	1.93	3.13	1.14
03. Employ advanced weapons	29%			

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Percentage of Task Performance and Task Means

TASK	% of Performers	Difficulty	Consequence	Frequency
a. Employ sub-machine gun	21%	0.64	0.93	0.29
b. Employ machine gun (MG)	21%	0.64	0.96	0.29
i. Employ light MG (M-249, M-240, M-60)	29%	0.79	1.32	0.43
ii. Employ Heavy MG (M-2, .50 cal)	0%	0	0	0
iii. Employ Grenade MG (MK-19)	7%	0.14	0.32	0.07
c. Employ grenade launcher (M-203, HK-69)	14%	0.29	0.68	0.21
d. Employ bolt action (.308, Barrett .50 cal)	0%	0	0	0
e. Employ TRAP	0%	0	0	0
Duty NR – NON-SECURITY RESPONSE				
01. Respond to hazmat incident	100%			
a. Conduct assessment	93%	2.29	3.68	1.07
b. Don Personal Protective Equipment as needed	93%	2.39	3.68	1.18
c. Control incident area	100%	2.39	3.96	1.39
d. Report observations	100%	2.32	3.89	1.46
e. Follow directions	100%	2.39	3.89	1.54
f. Repeat previous steps if needed as conditions change	100%	2.39	3.89	1.54
02. Respond to medical incident	100%			
a. Conduct assessment	100%	2.46	3.75	1.61
b. Don Personal Protective Equipment as needed	93%	2.25	3.46	1.39
c. Control incident area	100%	2.32	3.75	1.79
d. Report observations	100%	2.25	3.68	1.71
e. Follow directions	100%	2.18	3.75	1.71
f. Repeat previous steps if needed as conditions change	100%	2.18	3.75	1.71
03. Respond to fire alarm	79%			
a. Conduct assessment	79%	2	3	2.07
b. Don Personal Protective Equipment as needed	64%	1.61	2.32	1.71
c. Control incident area	79%	1.93	3	2.07
d. Report observations	79%	1.75	2.89	2.07
e. Follow directions	79%	1.79	2.89	2.21
f. Repeat previous steps if needed as conditions change	79%	1.69	2.89	2.21
04. Respond to radiation alarm	57%			
a. Conduct assessment	57%	1.25	2.43	1.07
b. Don Personal Protective Equipment as needed	57%	1.39	2.43	1.07
c. Control incident area	57%	1.39	2.39	1.07
d. Report observations	57%	1.25	2.43	1.07
e. Follow directions	57%	1.25	2.43	1.07
f. Repeat previous steps if needed as conditions change	57%	1.25	2.43	1.07
05. Respond to vehicle accident	100%			
a. Conduct assessment	100%	2.36	3.75	1.36

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Percentage of Task Performance and Task Means

TASK	% of Performers	Difficulty	Consequence	Frequency
b. Don Personal Protective Equipment as needed	86%	2.07	3.25	1.21
c. Control incident area	100%	2.43	3.75	1.36
d. Report observations	100%	2.36	3.75	1.36
e. Follow directions	100%	2.29	3.75	1.36
f. Repeat previous steps if needed as conditions change	100%	2.29	3.75	1.36
06. Respond to natural disasters	86%			
a. Conduct assessment	86%	2.23	3.46	1.14
b. Don Personal Protective Equipment as needed	79%	2.08	3.23	1.06
c. Control incident area	86%	2.08	3.46	1.14
d. Report observations	86%	1.92	3.46	1.14
e. Follow directions	86%	1.92	3.46	1.14
f. Repeat previous steps if needed as conditions change	86%	1.92	3.46	1.14
Duty SR – SECURITY RESPONSE				
01. Respond to security alarm	100%			
a. Follow site procedure	100%	2.25	4	4.21
b. Conduct assessment	100%	2.39	4	4.21
c. Don Personal Protective Equipment as needed	93%	2.18	3.57	3.43
d. Control incident area	100%	2.32	4	4.07
e. Report observations	100%	2.18	4	4.14
f. Follow directions	100%	2.11	3.93	4.14
g. Repeat previous steps if needed as conditions change	100%	2.18	4	4.14
02. Respond to suspicious packages	86%			
a. Receive threat via telephone	79%	1.96	3.38	1.04
i. Follow site procedures	79%	1.96	3.38	1.04
b. Receive threat via detection device	79%	2.12	3.23	1.04
i. Discontinue radio use	79%	2.04	3.23	1.04
ii. Follow site procedures	79%	1.96	3.38	1.04
c. Receive threat via search	86%	2.12	3.85	1.12
i. Discontinue radio use	86%	2.12	3.77	1.12
ii. Follow site procedures	86%	2.35	3.62	1.12
d. Conduct assessment	79%	1.88	3.31	1.04
e. Don Personal Protective Equipment as needed	86%	2.04	3.85	1.12
f. Control incident area	86%	2.04	3.77	1.12
g. Report observations	86%	2.04	3.77	1.12
h. Follow directions	86%	2.12	3.62	1.12
i. Repeat previous steps if needed as conditions change	86%	2.04	3.62	1.12
03. Respond to suspicious device	71%			
a. Follow site procedure	71%	1.77	2.98	1.17
b. Discontinue radio use	71%	1.77	2.98	1.17

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Percentage of Task Performance and Task Means

TASK	% of Performers	Difficulty	Consequence	Frequency
c. Conduct assessment	71%	2	3.05	1.17
d. Don Personal Protective Equipment as needed	71%	2	3.05	1.17
e. Control incident area	64%	1.85	2.67	1.09
f. Report observations	71%	1.85	3.05	1.17
g. Follow directions	71%	1.69	3.05	1.17
h. Repeat previous steps if needed as conditions change	71%	1.85	3.05	1.17
04. Respond to civil disturbance	57%			
a. Follow site procedure	57%	1.5	2.38	1.08
b. Conduct assessment	57%	1.58	2.38	1.08
c. Report observations	57%	1.5	2.38	1.08
d. Control incident area	57%	1.73	2.38	1.08
i. Employ riot baton	43%	1.21	1.92	1
ii. Employ formations	43%	1.13	1.92	1
iii. Employ riot equipment	43%	1.21	1.92	1
e. Follow directions	43%	1.04	1.92	1
h. Repeat previous steps if needed as conditions change	43%	1.21	1.92	1
05. Respond to hostage situation	50%			
a. Follow site procedure	50%	1.65	1.81	0.81
b. Conduct assessment	50%	1.65	1.81	0.81
c. Don Personal Protective Equipment as needed	50%	1.81	1.81	0.81
d. Control incident area	50%	1.65	1.81	0.81
e. Report observations	50%	1.65	1.81	0.81
f. Follow directions	50%	1.58	1.81	0.81
g. Repeat previous steps if needed as conditions change	50%	1.73	1.81	0.81
06. Respond to barricaded suspect situation	50%			
a. Follow site procedure	50%	1.79	2.39	1.21
b. Conduct assessment	50%	1.88	2.39	1.21
c. Don Personal Protective Equipment as needed	50%	1.71	2.39	1.21
d. Control incident area	50%	1.79	2.39	1.21
e. Report observations	50%	1.79	2.39	1.21
f. Follow directions	50%	1.71	2.21	1.21
g. Repeat previous steps if needed as conditions change	50%	1.71	2.21	1.21
07. Respond to sabotage, theft, or unauthorized control of SNM	50%			
a. Follow site procedure	50%	1.83	2.75	0.88
b. Conduct assessment	50%	1.92	2.67	0.88
c. Don Personal Protective Equipment as needed	50%	1.75	2.67	0.96
d. Control incident area	50%	2	2.67	0.88
e. Report observations	50%	1.83	2.67	0.88
f. Follow directions	50%	1.83	2.58	0.88

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Percentage of Task Performance and Task Means

TASK	% of Performers	Difficulty	Consequence	Frequency
g. Repeat previous steps if needed as conditions change	50%	2	2.58	0.88
08. Respond to airborne intrusion	50%			
a. Follow site procedure	50%	1.75	2.54	0.63
b. Conduct assessment	50%	1.83	2.71	0.63
c. Don Personal Protective Equipment as needed	50%	1.75	2.71	0.63
d. Control incident area	50%	2	2.79	0.63
e. Report observations	50%	1.83	2.71	0.63
f. Follow directions	50%	1.75	2.71	0.63
g. Repeat previous steps if needed as conditions change	50%	1.92	2.79	0.63
09. Evacuate building(s)	71%			
a. Make notification to building management	71%	2.08	3.12	1.35
b. Secure evacuated area	71%	2.15	3.12	1.35
c. Conduct building search, as needed	71%	2.15	3.12	1.35
d. Support re-entry operations, as needed	71%	2.08	3.12	1.35
Duty CB – CHEMICAL BIOLOGICAL WARFARE (CBW) OPERATIONS				
01. Inspect serviceability of Chem/Bio equipment	79%			
02. Respond to a Chem/Bio threat	71%			
a. Prepare for possible attack	71%	2.67	3.38	1.15
b. Implement SECON (Security Conditions) measures	71%	2.36	3.38	1.08
i. Evacuate	71%	2.28	3.38	1.08
ii. Take shelter	71%	2.28	3.38	1.08
03. Respond to a Chem/Bio attack	71%			
a. Recognize indicators of a Chem/Bio attack	71%	2.9	3.42	1.08
i. Respond to detection by equipment	50%	1.98	2.42	0.69
ii. Respond to symptoms	71%	2.82	3.42	1
iii. Respond to adversaries wearing PPE	71%	2.52	3.35	1.15
b. React to Chem/Bio attack	71%	2.75	3.35	1
i. Evacuate	71%	2.52	3.35	1
ii. Take shelter	71%	2.52	3.27	1
iii. Make notifications	71%	2.44	3.35	1
iv. Initiate containment	71%	2.44	3.04	0.85
04. Employ protective equipment	79%			
a. Don protective mask	79%	2.19	3.54	1.21
b. Don protective mask for downed responder	64%	2.05	2.86	0.93
c. Clear fog or humidity from mask	71%	2.19	3.07	1.07
d. Drink water while in mask	50%	1.41	2.21	0.71
Duty TO – TACTICAL OPERATIONS				
01. Perform ambush	36%			

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Percentage of Task Performance and Task Means

TASK	% of Performers	Difficulty	Consequence	Frequency
a. Conduct ambush operations	36%	1.21	1.46	0.43
b. Conduct counter-ambush operations	36%	1.29	1.61	0.36
02. Perform vehicle stops	86%			
a. Conduct known risk vehicle stop	86%	2.46	3.02	1.35
b. Conduct unknown risk vehicle stop	86%	2.54	3.09	1.35
c. Perform pursuit operations	50%	1.46	1.96	0.96
03. Conduct road-block operations	36%			
a. Deploy stop stick/strips	36%	1.15	1.65	0.46
b. Initiate diverting roadblock	36%	1.08	1.58	0.54
c. Initiate disabling roadblock	29%	0.92	1.27	0.38
d. Initiate clearing roadblock	36%	1.08	1.5	0.46
04. Perform containment operations	93%			
a. Establish inner containment area	93%	2.43	3.94	1.21
i. Establish observation of perimeter	93%	2.36	3.73	1.21
ii. Select a hasty fighting position	93%	2.57	3.87	1.21
iii. Occupy deliberate fighting position	93%	2.36	3.87	1.29
b. Establish outer containment area	93%	2.43	3.87	1.29
i. Establish observation of perimeter	93%	2.43	3.73	1.29
ii. Select a hasty fighting position	93%	2.36	3.87	1.25
iii. Occupy deliberate fighting position	93%	2.5	3.73	1.25
c. Establish building containment	93%	2.43	3.73	1.29
i. Establish observation of perimeter	93%	2.43	3.59	1.29
ii. Select a hasty fighting position	93%	2.21	3.59	1.29
iii. Occupy deliberate fighting position	93%	2.21	3.73	1.29
05. Perform building search techniques	93%			
a. Conduct building search during daylight	100%	2.48	3.96	1.77
i. Assess building for threat indicators	93%	2.48	3.88	1.77
ii. Approach building	93%	2.4	3.88	1.77
iii. Enter building	93%	2.4	3.88	1.77
b. Conduct building search during low light	79%	2.68	3.79	1.75
i. Assess building for threat indicators	79%	2.6	3.71	1.75
ii. Approach building	79%	2.52	3.71	1.75
iii. Enter building	79%	2.52	3.71	1.75
06. Employ observation techniques	93%			
a. Occupy listening post	57%	1.48	2.23	1.12
b. Employ optics equipment	71%	1.48	2.69	2.19
c. Employ daylight observation techniques	93%	2.17	3.62	2.88
d. Employ low light observation techniques	93%	2.32	3.62	2.58
e. Respond to target indicators	93%	2.25	3.62	2.58
f. Make notifications	93%	1.94	3.46	2.58
07. Perform individual tactical movement techniques	100%			
a. Perform high crawl	100%	2.57	3.75	1.43

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Percentage of Task Performance and Task Means

TASK	% of Performers	Difficulty	Consequence	Frequency
b. Perform low crawl	100%	2.64	3.75	1.43
c. Perform rush	100%	2.5	3.75	1.64
d. Perform silent walk	100%	2.55	3.75	1.54
e. Perform schoolboy drop	71%	1.26	2.18	1.04
f. Perform spider drop	71%	1.26	2.18	1.04
08. Perform team tactical movement techniques	86%			
a. Conduct fire and maneuver team movement	79%	2.23	3.23	1.38
i. Perform over-watch	86%	2.46	3.62	1.46
ii. Perform bounding over-watch	71%	2.38	3.15	1.31
iii. Perform traveling	71%	2.31	3.08	1.31
b. Conduct fire and movement team movement	71%	2.38	3.15	1.31
i. Perform over-watch	71%	2.31	3.15	1.31
ii. Perform bounding over-watch	71%	2.38	3.15	1.31
iii. Perform traveling	64%	2.14	2.96	1.33
c. Conduct assault team movement	57%	1.89	2.63	1.25
i. Control fire	57%	1.89	2.63	1.25
09. Perform as Alternate Team Leader (ATL)	50%			
a. Confirm absence of leader	50%	1.5	2.19	0.85
b. Assume leadership duties	50%	1.58	2.27	0.85
Duty ED – END DUTY				
01. Clean duty areas	100%			
a. Clean equipment	100%	1.75	2.79	4.71
b. Clean post	100%	1.75	2.71	4.79
c. Clean vehicle	100%	1.75	2.79	4.64
02. Pass on pertinent information	100%			
a. Relay information to relief officer	100%	1.61	3.39	4.82
b. Relay information to supervisor	100%	1.61	3.39	4.82
03. Complete daily logs	100%			
a. Review logs/reports	100%	1.64	3.18	4.71
b. Complete logs/reports	100%	1.64	3.18	4.71
04. Unload assigned service weapon(s)	100%			
a. Clear weapon	100%	2.07	4	4.46
b. Inspect weapon	100%	2.07	3.93	4.61
05. Turn in duty equipment	100%			
a. Return equipment to proper location	100%	1.89	3.79	4.61
b. Ensure equipment accountability	100%	1.96	3.79	4.61

APPENDIX E
Security Police Officer I and II
Job Analysis

Training Recommendations (Survey Version)

TASK	% of Performers	Training Recommendation
Duty BD – BEGIN DUTY.		
01. Report fit for duty	100%	
a. Perform fitness for duty	100%	I
i. Report medication taken	100%	I
ii. Display proper grooming	100%	I
iii. Wear appropriate uniform/equipment	100%	I
iv. Report mentally fit	100%	I
v. Report physically fit	100%	I
b. Report to correct location	100%	I
c. Possess credentials	100%	I
02. Obtain duty items	100%	
a. Obtain security keys	100%	I
b. Obtain communications equipment	100%	I
03. Inspect duty equipment	100%	
a. Conduct serviceability inspection	100%	I
b. Conduct operability check	100%	I
04. Draw duty firearm(s)	100%	
a. Inspect firearm	100%	I
b. Inspect magazine	100%	I
c. Load firearm in proper duty condition	100%	I
05. Obtain duty information	100%	
a. Obtain information from supervisor	100%	I
b. Obtain information from co-workers	100%	I
c. Obtain information from bulletins	100%	I
d. Review post orders and logs	100%	I
06. Assume post	100%	
a. Ensure cleanliness of post	100%	I
b. Receive post keys	100%	I
c. Receive post information	100%	I
d. Report status of post	100%	I
e. Inventory post equipment	100%	I
07. Inspect operational readiness of post	100%	
a. Inspect post weapons	64%	I
b. Inspect post communications equipment	100%	I
c. Inspect physical barriers	93%	I
d. Perform operation checks of post alarms	100%	I
e. Perform operation checks of duress alarms	100%	I
f. Report maintenance needs	100%	I
Duty VO – VEHICLE OPERATIONS.		
01. Inspect vehicle	100%	
a. Conduct maintenance inspection (brakes, lights, etc.)	100%	I

APPENDIX E
Security Police Officer I and II
Job Analysis

Training Recommendations (Survey Version)

TASK	% of Performers	Training Recommendation
b. Conduct operational equipment inspection (gun racks, firearms, etc.)	100%	I
i. Check equipment by standardized load plan	100%	I
c. Report discrepancies to supervisor	100%	I
d. Complete vehicle log or report	100%	I
02. Drive vehicle	100%	
a. Drive vehicle under non-response conditions	100%	I
b. Drive vehicle under emergency response conditions	100%	I
Duty CO – COMMUNICATIONS.		
01. Operate telephones	100%	
a. Operate landline phone	100%	I
02. Operate pagers	57%	
03. Operate radio systems	100%	
a. Operate handheld/portable	100%	I
b. Operate base station	86%	I
c. Operate vehicle radio	93%	I
d. Transmit duress signal	100%	I
e. Perform compromised radio countermeasures	86%	I
f. Perform anti-jamming countermeasures	71%	I
g. Operate radio in secure/encrypted mode	86%	I
h. Operate radio in clear mode	100%	I
i. Operate radio in all radio networks/channels	93%	I
04. Use visual signals	93%	
a. Use lights	93%	I
b. Use hand/arm signals	86%	I
c. Use color codes	71%	I
d. Use authentication techniques	79%	I
05. Communicate in writing	93%	
a. Report essential elements of information	93%	I
b. Complete documentation	93%	I
06. Communicate orally	93%	
a. Report essential elements of information	93%	I
b. Communicate plan of action	93%	I
c. Acknowledge receipt of communication	93%	I
d. Present oral incident report	93%	I
e. Conduct pass-on briefing	93%	I
Duty PO – PATROL OPERATIONS.		
01. Conduct patrol	100%	
a. Patrol perimeter on foot	100%	I
b. Patrol security areas on foot	100%	I
c. Perform fire-watch on foot	93%	I
d. Patrol roadways in vehicle	100%	I

APPENDIX E
Security Police Officer I and II
Job Analysis

Training Recommendations (Survey Version)

TASK	% of Performers	Training Recommendation
e. Patrol perimeters in vehicle	100%	I
f. Patrol security areas in vehicle	100%	I
g. Enforce traffic rules	79%	I
h. Report security violations	100%	I
i. Access buildings and gates	100%	I
j. Secure buildings and gates	100%	I
k. Access repositories/vaults	93%	I
l. Secure repositories/vaults	100%	I
m. Install security seals	86%	I
n. Inspect security seals	86%	I
o. Account for security seals	86%	I
p. Report broken security seals	86%	I
q. Report maintenance needs	100%	I
r. Identify ES&H hazards	100%	I
s. Report ES&H hazards	100%	I
Duty AC – ACCESS / EGRESS CONTROL		
01. Control access of authorized and/or uncleared personnel	100%	
a. Identify badges and passes	100%	I
b. Grant access	100%	I
c. Deny access	100%	I
i. Follow site procedure	100%	I
02. Control access of unauthorized and/or uncleared personnel	79%	
a. Identify badges and passes	79%	I
b. Grant access	86%	I
i. Determine need for escort	79%	I
ii. Enforce conditions of escort assignment	79%	I
c. Complete access logs/forms	79%	I
d. Deny access	79%	I
i. Follow site procedure	79%	I
03. Operate detection devices	64%	
a. Operate Special Nuclear Material detectors	50%	I
b. Operate metal detectors	64%	I
c. Operate badge reader/scanner	71%	I
d. Operate explosive detector	43%	I
e. Operate X-ray machine	43%	I
f. Monitor Closed-Circuit TV (CCTV)	64%	I
04. Operate gates and barriers	79%	
a. Operate pedestrian gates and barriers	79%	I
b. Operate vehicle gates and barriers	79%	I
05. Perform escort duties	57%	
a. Identify conditions of escort assignment	57%	I

APPENDIX E
Security Police Officer I and II
Job Analysis

Training Recommendations (Survey Version)

TASK	% of Performers	Training Recommendation
b. Alert area personnel of uncleared person(s)	57%	I
c. Maintain control of escorted individual	57%	I
d. Transfer control to relief escort	57%	I
06. Control egress	79%	
a. Identify badges and passes	79%	I
b. Enforce property removal procedures	79%	I
c. Authorize egress	79%	I
d. Deny egress	79%	I
i. Follow site procedure	79%	I
07. Implement emergency security procedures	100%	
a. Execute evacuation procedures	100%	T
b. Secure gate	100%	I
c. Secure building	100%	I
d. Move to designated defensive position	100%	I
Duty SI – SEARCHES AND INSPECTIONS.		
01. Inspect personnel for prohibited items	100%	
a. Inspect personnel visually	100%	I
b. Inspect using detection devices	86%	I
c. Identify prohibited item(s)	100%	I
d. Control prohibited item(s)	100%	I
i. Separate item from owner	100%	I
e. Notify supervisor	100%	I
02. Inspect possessions for prohibited items	100%	
a. Inspect possessions visually	100%	I
b. Inspect using detection devices	71%	I
c. Identify prohibited item(s)	100%	I
d. Control prohibited item(s)	100%	I
i. Separate item from owner	100%	I
e. Notify supervisor	100%	I
03. Conduct vehicle search	100%	
a. Inspect possessions visually	100%	I
b. Inspect using detection devices	86%	I
c. Use mirrors	86%	I
d. Identify prohibited item(s)	100%	I
e. Control prohibited item(s)	100%	I
i. Separate item from owner	100%	I
f. Notify supervisor	100%	I
04. Respond to controlled items in possession upon entry	100%	
a. Deny access with controlled item	100%	I
b. Detain person and item	100%	I
c. Notify supervisor	100%	I
d. Complete documentation	100%	I

APPENDIX E
Security Police Officer I and II
Job Analysis

Training Recommendations (Survey Version)

TASK	% of Performers	Training Recommendation
05. Respond to controlled items in possession upon exit	100%	
a. Detain person and item	100%	I
i. Separate item from owner	86%	I
b. Notify supervisor	100%	I
c. Complete documentation	86%	I
06. Conduct random searches	100%	
a. Conduct random searches of personnel	100%	I
b. Conduct random searches of property	100%	I
c. Conduct random searches of vehicles	100%	I
Duty AF – APPLICATION OF FORCE CONTINUUM		
01. Employ cooperative controls	100%	
a. Employ officer presence	100%	I
i. Use interview stance	100%	I
b. Employ verbal persuasion	100%	I
02. Employ contact controls	100%	
a. Perform position of advantage	100%	T
03. Employ compliance techniques	93%	
a. Control resistance with pressure control locks	93%	T
b. Control resistance with pressure sensitive areas	93%	T
04. Employ defensive techniques	93%	
a. Control assailant with weapons	93%	T
b. Perform empty hand blocks	93%	T
c. Defend from ground fighting position	93%	T
d. Control assailant with takedowns / stabilizations	93%	T
e. Control assailant with countermoves	93%	T
f. Perform handgun takeaway techniques	93%	T
g. Perform long gun takeaway techniques	93%	T
h. Perform weapon retention techniques	93%	T
05. Employ collapsible baton	57%	
a. Draw baton	64%	I
b. Assume carry position	64%	I
c. Strike with baton	64%	I
d. Retain baton	50%	I
06. Employ OC spray	29%	
a. Apply OC spray	36%	I
b. Perform post-application actions	36%	I
07. Employ deadly force	93%	
a. Deliver deadly force	79%	T
b. Secure suspect	93%	T
c. Secure scene	93%	T
d. Make notifications	93%	T
e. Render first aid	93%	T

APPENDIX E
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Training Recommendations (Survey Version)

TASK	% of Performers	Training Recommendation
08. Apprehension and Control	100%	
a. Perform cursory search	100%	T
b. Effect arrest	93%	T
c. Issue Miranda rights	93%	T
d. Perform full search	100%	T
e. Perform duties of contact officer	100%	T
f. Perform duties of cover officer	100%	R
g. Transport suspect	93%	T
h. Process apprehended suspect	93%	T
i. Use metal handcuffs	100%	R
j. Use flex-cuffs	43%	I
k. Remove handcuffs from cooperative suspect	100%	T
l. React to uncooperative suspect while removing handcuffs	100%	T
Duty FP – FIREARMS PROFICIENCY		
01. Employ handgun	100%	
a. Load handgun	100%	I
i. Perform press check	100%	T
b. Perform handgun presentation	100%	T
c. Perform speed reload	100%	R
d. Perform tactical reload	100%	R
e. Perform low ready position	100%	R
f. Shoot handgun from a standing position	100%	R
g. Shoot handgun from a barricade position	100%	R
h. Shoot handgun from a kneeling position	100%	R
i. Shoot handgun from a prone position	100%	R
j. Shoot handgun from a weapon retention position	86%	R
k. Shoot handgun using strong hand only	86%	T
l. Shoot handgun using weak hand only	100%	R
m. Shoot handgun under low light conditions	100%	R
n. Shoot handgun using pivots	79%	T
o. Shoot handgun at moving targets	71%	T
p. Transition from handgun to rifle	79%	T
q. Shoot handgun while engaging multiple targets	79%	T
r. Employ handgun while shooting and moving	79%	T
s. Perform one-hand presentation techniques	79%	T
t. Perform on hand loading	79%	T
u. Perform one hand unloading	79%	T
v. Perform one hand malfunction clearing	79%	T
w. Clear handgun malfunctions	100%	R
x. Familiarize shooting with protective mask	93%	T
y. Unload handgun	100%	I
z. Clean handgun	100%	T

APPENDIX E
Security Police Officer I and II
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Training Recommendations (Survey Version)

TASK	% of Performers	Training Recommendation
aa. Disassemble handgun	100%	T
bb. Assemble handgun	100%	T
cc. Conduct functions check	100%	R
dd. Qualify DOE daylight course	100%	R
ee. Qualify DOE low light course	100%	R
02. Employ Rifle	86%	
a. Load rifle	86%	T
i. Perform press check	86%	T
b. Adjust sights	86%	T
c. Perform rifle presentation	86%	T
d. Perform high ready	86%	T
e. Perform low ready	86%	T
f. Perform speed reload	86%	T
g. Perform tactical reload	86%	T
h. Shoot rifle from a standing position	86%	T
i. Shoot rifle from a squat position	50%	I
j. Shoot rifle from a sitting position	50%	I
k. Shoot rifle from a barricade position	57%	I
l. Shoot rifle from a kneeling position	86%	T
m. Shoot rifle from prone position	86%	T
n. Shoot rifle from a weapon retention position	71%	T
o. Shoot rifle under low light conditions	86%	T
p. Shoot rifle using pivots	64%	T
q. Shoot rifle at moving targets	71%	T
r. Transition from rifle to handgun	71%	T
s. Familiarize shooting on non-strong side	71%	T
t. Shoot rifle while engaging multiple targets	71%	T
u. Employ rifle while shooting and moving	71%	T
v. Clear rifle malfunctions	86%	T
w. Familiarize shooting with protective mask	86%	T
x. Perform rifle carry positions	86%	I
y. Unload rifle	86%	I
z. Clean rifle	86%	T
aa. Disassemble rifle	86%	T
bb. Assemble rifle	86%	T
cc. Conduct functions check	86%	T
dd. Qualify DOE daylight course	86%	T
ee. Qualify DOE low light course	86%	T
03. Employ advanced weapons	29%	
a. Employ sub-machine gun	21%	I
b. Employ machine gun (MG)	21%	I
i. Employ light MG (M-249, M-240, M-60)	29%	I
ii. Employ Heavy MG (M-2, .50 cal)	0%	I

APPENDIX E
Security Police Officer I and II
Job Analysis

Training Recommendations (Survey Version)

TASK	% of Performers	Training Recommendation
iii. Employ Grenade MG (MK-19)	7%	I
c. Employ grenade launcher (M-203, HK-69)	14%	I
d. Employ bolt action (.308, Barrett .50 cal)	0%	I
e. Employ TRAP	0%	I
Duty NR – NON-SECURITY RESPONSE		
01. Respond to hazmat incident	100%	
a. Conduct assessment	93%	T
b. Don Personal Protective Equipment as needed	93%	T
c. Control incident area	100%	T
d. Report observations	100%	T
e. Follow directions	100%	T
f. Repeat previous steps if needed as conditions change	100%	T
02. Respond to medical incident	100%	
a. Conduct assessment	100%	T
b. Don Personal Protective Equipment as needed	93%	T
c. Control incident area	100%	T
d. Report observations	100%	T
e. Follow directions	100%	T
f. Repeat previous steps if needed as conditions change	100%	T
03. Respond to fire alarm	79%	
a. Conduct assessment	79%	T
b. Don Personal Protective Equipment as needed	64%	I
c. Control incident area	79%	T
d. Report observations	79%	T
e. Follow directions	79%	T
f. Repeat previous steps if needed as conditions change	79%	T
04. Respond to radiation alarm	57%	
a. Conduct assessment	57%	I
b. Don Personal Protective Equipment as needed	57%	I
c. Control incident area	57%	I
d. Report observations	57%	I
e. Follow directions	57%	I
f. Repeat previous steps if needed as conditions change	57%	I
05. Respond to vehicle accident	100%	
a. Conduct assessment	100%	T
b. Don Personal Protective Equipment as needed	86%	T
c. Control incident area	100%	T
d. Report observations	100%	T
e. Follow directions	100%	T
f. Repeat previous steps if needed as conditions change	100%	T
06. Respond to natural disasters	86%	
a. Conduct assessment	86%	T

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Security Police Officer I and II
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Training Recommendations (Survey Version)

TASK	% of Performers	Training Recommendation
b. Don Personal Protective Equipment as needed	79%	T
c. Control incident area	86%	T
d. Report observations	86%	T
e. Follow directions	86%	T
f. Repeat previous steps if needed as conditions change	86%	T
Duty SR – SECURITY RESPONSE		
01. Respond to security alarm	100%	
a. Follow site procedure	100%	I
b. Conduct assessment	100%	I
c. Don Personal Protective Equipment as needed	93%	I
d. Control incident area	100%	I
e. Report observations	100%	I
f. Follow directions	100%	I
g. Repeat previous steps if needed as conditions change	100%	I
02. Respond to suspicious packages	86%	
a. Receive threat via telephone	79%	T
i. Follow site procedures	79%	T
b. Receive threat via detection device	79%	T
i. Discontinue radio use	79%	T
ii. Follow site procedures	79%	T
c. Receive threat via search	86%	T
i. Discontinue radio use	86%	T
ii. Follow site procedures	86%	T
d. Conduct assessment	79%	T
e. Don Personal Protective Equipment as needed	86%	T
f. Control incident area	86%	T
g. Report observations	86%	T
h. Follow directions	86%	T
i. Repeat previous steps if needed as conditions change	86%	T
03. Respond to suspicious device	71%	
a. Follow site procedure	71%	T
b. Discontinue radio use	71%	T
c. Conduct assessment	71%	T
d. Don Personal Protective Equipment as needed	71%	T
e. Control incident area	64%	T
f. Report observations	71%	T
g. Follow directions	71%	T
h. Repeat previous steps if needed as conditions change	71%	T
04. Respond to civil disturbance	57%	T
a. Follow site procedure	57%	I
b. Conduct assessment	57%	I
c. Report observations	57%	I

APPENDIX E
Security Police Officer I and II
Job Analysis

Training Recommendations (Survey Version)

TASK	% of Performers	Training Recommendation
d. Control incident area	57%	I
i. Employ riot baton	43%	I
ii. Employ formations	43%	I
iii. Employ riot equipment	43%	I
e. Follow directions	43%	I
h. Repeat previous steps if needed as conditions change	43%	I
05. Respond to hostage situation	50%	
a. Follow site procedure	50%	I
b. Conduct assessment	50%	I
c. Don Personal Protective Equipment as needed	50%	I
d. Control incident area	50%	I
e. Report observations	50%	I
f. Follow directions	50%	I
g. Repeat previous steps if needed as conditions change	50%	I
06. Respond to barricaded suspect situation	50%	
a. Follow site procedure	50%	I
b. Conduct assessment	50%	I
c. Don Personal Protective Equipment as needed	50%	I
d. Control incident area	50%	I
e. Report observations	50%	I
f. Follow directions	50%	I
g. Repeat previous steps if needed as conditions change	50%	I
07. Respond to sabotage, theft, or unauthorized control of SNM	50%	
a. Follow site procedure	50%	T
b. Conduct assessment	50%	T
c. Don Personal Protective Equipment as needed	50%	T
d. Control incident area	50%	T
e. Report observations	50%	T
f. Follow directions	50%	T
g. Repeat previous steps if needed as conditions change	50%	T
08. Respond to airborne intrusion	50%	
a. Follow site procedure	50%	T
b. Conduct assessment	50%	T
c. Don Personal Protective Equipment as needed	50%	T
d. Control incident area	50%	T
e. Report observations	50%	T
f. Follow directions	50%	T
g. Repeat previous steps if needed as conditions change	50%	T
09. Evacuate building(s)	71%	
a. Make notification to building management	71%	T
b. Secure evacuated area	71%	T
c. Conduct building search, as needed	71%	T
d. Support re-entry operations, as needed	71%	T

APPENDIX E
Security Police Officer I and II
Job Analysis

Training Recommendations (Survey Version)

TASK	% of Performers	Training Recommendation
Duty CB – CHEMICAL BIOLOGICAL WARFARE (CBW) OPERATIONS		
01. Inspect serviceability of Chem/Bio equipment	79%	
02. Respond to a Chem/Bio threat	71%	
a. Prepare for possible attack	71%	R
b. Implement SECON (Security Conditions) measures	71%	T
i. Evacuate	71%	T
ii. Take shelter	71%	T
03. Respond to a Chem/Bio attack	71%	
a. Recognize indicators of a Chem/Bio attack	71%	R
i. Respond to detection by equipment	50%	I
ii. Respond to symptoms	71%	R
iii. Respond to adversaries wearing PPE	71%	R
b. React to Chem/Bio attack	71%	R
i. Evacuate	71%	R
ii. Take shelter	71%	R
iii. Make notifications	71%	T
iv. Initiate containment	71%	T
04. Employ protective equipment	79%	
a. Don protective mask	79%	T
b. Don protective mask for downed responder	64%	T
c. Clear fog or humidity from mask	71%	T
d. Drink water while in mask	50%	I
Duty TO – TACTICAL OPERATIONS		
01. Perform ambush	36%	
a. Conduct ambush operations	36%	I
b. Conduct counter-ambush operations	36%	I
02. Perform vehicle stops	86%	
a. Conduct known risk vehicle stop	86%	T
b. Conduct unknown risk vehicle stop	86%	R
c. Perform pursuit operations	50%	I
03. Conduct road-block operations	36%	
a. Deploy stop stick/strips	36%	I
b. Initiate diverting roadblock	36%	I
c. Initiate disabling roadblock	29%	I
d. Initiate clearing roadblock	36%	I
04. Perform containment operations	93%	
a. Establish inner containment area	93%	T
i. Establish observation of perimeter	93%	T
ii. Select a hasty fighting position	93%	R
iii. Occupy deliberate fighting position	93%	T
b. Establish outer containment area	93%	T

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Security Police Officer I and II
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Training Recommendations (Survey Version)

TASK	% of Performers	Training Recommendation
i. Establish observation of perimeter	93%	T
ii. Select a hasty fighting position	93%	T
iii. Occupy deliberate fighting position	93%	R
c. Establish building containment	93%	T
i. Establish observation of perimeter	93%	T
ii. Select a hasty fighting position	93%	T
iii. Occupy deliberate fighting position	93%	T
05. Perform building search techniques	93%	
a. Conduct building search during daylight	100%	T
i. Assess building for threat indicators	93%	T
ii. Approach building	93%	T
iii. Enter building	93%	T
b. Conduct building search during low light	79%	R
i. Assess building for threat indicators	79%	R
ii. Approach building	79%	R
iii. Enter building	79%	R
06. Employ observation techniques	93%	
a. Occupy listening post	57%	I
b. Employ optics equipment	71%	T
c. Employ daylight observation techniques	93%	I
d. Employ low light observation techniques	93%	I
e. Respond to target indicators	93%	I
f. Make notifications	93%	I
07. Perform individual tactical movement techniques	100%	
a. Perform high crawl	100%	R
b. Perform low crawl	100%	R
c. Perform rush	100%	R
d. Perform silent walk	100%	R
e. Perform schoolboy drop	71%	I
f. Perform spider drop	71%	I
08. Perform team tactical movement techniques	86%	
a. Conduct fire and maneuver team movement	79%	T
i. Perform over-watch	86%	T
ii. Perform bounding over-watch	71%	T
iii. Perform traveling	71%	T
b. Conduct fire and movement team movement	71%	T
i. Perform over-watch	71%	T
ii. Perform bounding over-watch	71%	T
iii. Perform traveling	64%	T
c. Conduct assault team movement	57%	T
i. Control fire	57%	T
09. Perform as Alternate Team Leader (ATL)	50%	
a. Confirm absence of leader	50%	I

APPENDIX E
Security Police Officer I and II
Job Analysis
Training Recommendations (Survey Version)

TASK	% of Performers	Training Recommendation
b. Assume leadership duties	50%	I
Duty ED – END DUTY		
01. Clean duty areas	100%	
a. Clean equipment	100%	I
b. Clean post	100%	I
c. Clean vehicle	100%	I
02. Pass on pertinent information	100%	
a. Relay information to relief officer	100%	I
b. Relay information to supervisor	100%	I
03. Complete daily logs	100%	
a. Review logs/reports	100%	I
b. Complete logs/reports	100%	I
04. Unload assigned service weapon(s)	100%	
a. Clear weapon	100%	I
b. Inspect weapon	100%	I
05. Turn in duty equipment	100%	
a. Return equipment to proper location	100%	I
b. Ensure equipment accountability	100%	I

APPENDIX F
Special Police Officer I and II
Job Analysis

Tasks Sorted by Training Recommendation (Survey Version)

RECURRING

Duty AF – APPLICATION OF FORCE CONTINUUM

08. Apprehension and Control

- i. Use metal handcuffs

Duty FP – FIREARMS PROFICIENCY

01. Employ handgun

- c. Perform speed reload
- e. Perform low ready position
- f. Shoot handgun from a standing position
- g. Shoot handgun from a barricade position
- h. Shoot handgun from a kneeling position
- i. Shoot handgun from a prone position
- j. Shoot handgun from a weapon retention position
- l. Shoot handgun using weak hand only
- m. Shoot handgun under low light conditions
- w. Clear handgun malfunctions
- cc. Conduct functions check
- dd. Qualify DOE daylight course
- ee. Qualify DOE low light course

Duty CB – CHEMICAL BIOLOGICAL WARFARE (CBW) OPERATIONS

02. Respond to a Chem/Bio threat

- a. Prepare for possible attack

03. Respond to a Chem/Bio attack

- a. Recognize indicators of a Chem/Bio attack
 - ii. Respond to symptoms
 - iii. Respond to adversaries wearing PPE
- b. React to Chem/Bio attack
 - i. Evacuate
 - ii. Take shelter

Duty TO – TACTICAL OPERATIONS

02. Perform vehicle stops

- b. Conduct unknown risk vehicle stop

04. Perform containment operations

- a. Establish inner containment area (*Train*)
 - ii. Select a hasty fighting position
- b. Establish outer containment area (*Train*)
 - iii. Occupy deliberate fighting position

05. Perform building search techniques

- b. Conduct building search during low light
 - ii. Approach building
 - iii. Enter building

07. Perform individual tactical movement techniques

- a. Perform high crawl

APPENDIX F
Special Police Officer I and II
Job Analysis

Tasks Sorted by Training Recommendation (Survey Version)

RECURRING

- b. Perform low crawl
- c. Perform rush
- d. Perform silent walk

APPENDIX F
Special Police Officer I and II
Job Analysis

Tasks Sorted by Training Recommendation (Survey Version)

TRAIN

Duty AF – APPLICATION OF FORCE CONTINUUM

02. Employ contact controls

- a. Perform position of advantage

03. Employ compliance techniques

- a. Control resistance with pressure control locks
- b. Control resistance with pressure sensitive areas

04. Employ defensive techniques

- a. Control assailant with weapons
- b. Perform empty hand blocks
- c. Defend from ground fighting position
- d. Control assailant with takedowns / stabilizations
- e. Control assailant with countermoves
- f. Perform handgun takeaway techniques
- g. Perform long gun takeaway techniques
- h. Perform weapon retention techniques

07. Employ deadly force

- a. Deliver deadly force
- b. Secure suspect
- c. Secure scene
- d. Make notifications
- e. Render first aid

08. Apprehension and Control

- a. Perform cursory search
- b. Effect arrest
- c. Issue Miranda rights
- d. Perform full search
- e. Perform duties of contact officer
- g. Transport suspect
- h. Process apprehended suspect
- k. Remove handcuffs from cooperative suspect
- l. React to uncooperative suspect while removing handcuffs

Duty FP – FIREARMS PROFICIENCY

01. Employ handgun

- a. Load handgun (*Informal*)
 - i. Perform press check
- b. Perform handgun presentation
- k. Shoot handgun using strong hand only
- n. Shoot handgun using pivots
- o. Shoot handgun at moving targets
- p. Transition from handgun to rifle
- q. Shoot handgun while engaging multiple targets
- r. Employ handgun while shooting and moving
- s. Perform one-hand presentation techniques
- t. Perform on hand loading

APPENDIX F
Special Police Officer I and II
Job Analysis

Tasks Sorted by Training Recommendation (Survey Version)

TRAIN

- u. Perform one hand unloading
- v. Perform one hand malfunction clearing
- x. Familiarize shooting with protective mask
- z. Clean handgun
- aa. Disassemble handgun
- bb. Assemble handgun
- 02. Employ Rifle**
- a. Load rifle
 - i. Perform press check
- b. Adjust sights
- c. Perform rifle presentation
- d. Perform high ready
- e. Perform low ready
- f. Perform speed reload
- g. Perform tactical reload
- h. Shoot rifle from a standing position
- l. Shoot rifle from a kneeling position
- m. Shoot rifle from prone position
- n. Shoot rifle from a weapon retention position
- o. Shoot rifle under low light conditions
- p. Shoot rifle using pivots
- q. Shoot rifle at moving targets
- r. Transition from rifle to handgun
- s. Familiarize shooting on non-strong side
- t. Shoot rifle while engaging multiple targets
- u. Employ rifle while shooting and moving
- v. Clear rifle malfunctions
- w. Familiarize shooting with protective mask
- z. Clean rifle
- aa. Disassemble rifle
- bb. Assemble rifle
- cc. Conduct functions check
- dd. Qualify DOE daylight course
- ee. Qualify DOE low light course

Duty NR – NON-SECURITY RESPONSE

- 01. Respond to hazmat incident**
- a. Conduct assessment
- b. Don Personal Protective Equipment as needed
- c. Control incident area
- d. Report observations
- e. Follow directions
- f. Repeat previous steps if needed as conditions change
- 02. Respond to medical incident**
- a. Conduct assessment
- b. Don Personal Protective Equipment as needed
- c. Control incident area

APPENDIX F
Special Police Officer I and II
Job Analysis

Tasks Sorted by Training Recommendation (Survey Version)

TRAIN

- d. Report observations
- e. Follow directions
- f. Repeat previous steps if needed as conditions change

03. Respond to fire alarm

- a. Conduct assessment
- c. Control incident area
- d. Report observations
- e. Follow directions
- f. Repeat previous steps if needed as conditions change

05. Respond to vehicle accident

- a. Conduct assessment
- b. Don Personal Protective Equipment as needed
- c. Control incident area
- d. Report observations
- e. Follow directions
- f. Repeat previous steps if needed as conditions change

06. Respond to natural disasters

- a. Conduct assessment
- b. Don Personal Protective Equipment as needed
- c. Control incident area
- d. Report observations
- e. Follow directions
- f. Repeat previous steps if needed as conditions change

Duty SR – SECURITY RESPONSE

02. Respond to suspicious packages

- a. Receive threat via telephone
 - i. Follow site procedures
- b. Receive threat via detection device
 - i. Discontinue radio use
 - ii. Follow site procedures
- c. Receive threat via search
 - i. Discontinue radio use
 - ii. Follow site procedures
- d. Conduct assessment
- e. Don Personal Protective Equipment as needed
- f. Control incident area
- g. Report observations
- h. Follow directions
- i. Repeat previous steps if needed as conditions change

03. Respond to suspicious device

- a. Follow site procedure
- b. Discontinue radio use
- c. Conduct assessment
- d. Don Personal Protective Equipment as needed
- e. Control incident area
- f. Report observations

APPENDIX F
Special Police Officer I and II
Job Analysis

Tasks Sorted by Training Recommendation (Survey Version)

TRAIN

- g. Follow directions
- h. Repeat previous steps if needed as conditions change
- 07. Respond to sabotage, theft, or unauthorized control of SNM**
- a. Follow site procedure
- b. Conduct assessment
- c. Don Personal Protective Equipment as needed
- d. Control incident area
- e. Report observations
- f. Follow directions
- g. Repeat previous steps if needed as conditions change

08. Respond to airborne intrusion

- a. Follow site procedure
- b. Conduct assessment
- c. Don Personal Protective Equipment as needed
- d. Control incident area
- e. Report observations
- f. Follow directions
- g. Repeat previous steps if needed as conditions change

09. Evacuate building(s)

- a. Make notification to building management
- b. Secure evacuated area
- c. Conduct building search, as needed
- d. Support re-entry operations, as needed

Duty CB – CHEMICAL BIOLOGICAL WARFARE (CBW) OPERATIONS

- b. Implement SECON (Security Conditions) measures
 - i. Evacuate
 - ii. Take shelter
 - iii. Make notifications
 - iv. Initiate containment

04. Employ protective equipment

- a. Don protective mask
- b. Don protective mask for downed responder
- c. Clear fog or humidity from mask

Duty TO – TACTICAL OPERATIONS

02. Perform vehicle stops

- a. Conduct known risk vehicle stop

04. Perform containment operations

- a. Establish inner containment area
 - i. Establish observation of perimeter
 - iii. Occupy deliberate fighting position
- b. Establish outer containment area
 - i. Establish observation of perimeter
 - ii. Select a hasty fighting position
- c. Establish building containment
 - i. Establish observation of perimeter

APPENDIX F
Special Police Officer I and II
Job Analysis

Tasks Sorted by Training Recommendation (Survey Version)

TRAIN

- ii. Select a hasty fighting position
- iii. Occupy deliberate fighting position
- 05. Perform building search techniques**
- a. Conduct building search during daylight
 - i. Assess building for threat indicators
 - ii. Approach building
 - iii. Enter building
- 06. Employ observation techniques**
- b. Employ optics equipment
- 08. Perform team tactical movement techniques**
- a. Conduct fire and maneuver team movement
 - i. Perform over-watch
 - ii. Perform bounding over-watch
 - iii. Perform traveling
- b. Conduct fire and movement team movement
 - i. Perform over-watch
 - ii. Perform bounding over-watch
 - iii. Perform traveling
- c. Conduct assault team movement
 - i. Control fire

APPENDIX F
Special Police Officer I and II
Job Analysis

Tasks Sorted by Training Recommendation (Survey Version)

INFORMAL

Duty BD – BEGIN DUTY.

01. Report fit for duty

- a. Perform fitness for duty
 - i. Report medication taken
 - ii. Display proper grooming
 - iii. Wear appropriate uniform/equipment
 - iv. Report mentally fit
 - v. Report physically fit
- b. Report to correct location
- c. Possess credentials

02. Obtain duty items

- a. Obtain security keys
- b. Obtain communications equipment

03. Inspect duty equipment

- a. Conduct serviceability inspection
- b. Conduct operability check

04. Draw duty firearm(s)

- a. Inspect firearm
- b. Inspect magazine
- c. Load firearm in proper duty condition

05. Obtain duty information

- a. Obtain information from supervisor
- b. Obtain information from co-workers
- c. Obtain information from bulletins
- d. Review post orders and logs

06. Assume post

- a. Ensure cleanliness of post
- b. Receive post keys
- c. Receive post information
- d. Report status of post
- e. Inventory post equipment

07. Inspect operational readiness of post

- a. Inspect post weapons
- b. Inspect post communications equipment
- c. Inspect physical barriers
- d. Perform operation checks of post alarms
- e. Perform operation checks of duress alarms
- f. Report maintenance needs

Duty VO – VEHICLE OPERATIONS.

01. Inspect vehicle

- a. Conduct maintenance inspection (brakes, lights, etc.)
- b. Conduct operational equipment inspection (gun racks, firearms, etc.)
 - i. Check equipment by standardized load plan
- c. Report discrepancies to supervisor
- d. Complete vehicle log or report

APPENDIX F
Special Police Officer I and II
Job Analysis

Tasks Sorted by Training Recommendation (Survey Version)

INFORMAL

02. Drive vehicle

- a. Drive vehicle under non-response conditions
- b. Drive vehicle under emergency response conditions

Duty CO – COMMUNICATIONS.

01. Operate telephones

- a. Operate landline phone

02. Operate pagers

03. Operate radio systems

- a. Operate handheld/portable
- b. Operate base station
- c. Operate vehicle radio
- d. Transmit duress signal
- e. Perform compromised radio countermeasures
- f. Perform anti-jamming countermeasures
- g. Operate radio in secure/encrypted mode
- h. Operate radio in clear mode
- i. Operate radio in all radio networks/channels

04. Use visual signals

- a. Use lights
- b. Use hand/arm signals
- c. Use color codes
- d. Use authentication techniques

05. Communicate in writing

- a. Report essential elements of information
- b. Complete documentation

06. Communicate orally

- a. Report essential elements of information
- b. Communicate plan of action
- c. Acknowledge receipt of communication
- d. Present oral incident report
- e. Conduct pass-on briefing

Duty PO – PATROL OPERATIONS.

01. Conduct patrol

- a. Patrol perimeter on foot
- b. Patrol security areas on foot
- c. Perform fire-watch on foot
- d. Patrol roadways in vehicle
- e. Patrol perimeters in vehicle
- f. Patrol security areas in vehicle
- g. Enforce traffic rules
- h. Report security violations
- i. Access buildings and gates
- j. Secure buildings and gates
- k. Access repositories/vaults
- l. Secure repositories/vaults

APPENDIX F
Special Police Officer I and II
Job Analysis

Tasks Sorted by Training Recommendation (Survey Version)

INFORMAL

- m. Install security seals
- n. Inspect security seals
- o. Account for security seals
- p. Report broken security seals
- q. Report maintenance needs
- r. Identify ES&H hazards
- s. Report ES&H hazards

Duty AC – ACCESS / EGRESS CONTROL

01. Control access of authorized and/or uncleared personnel

- a. Identify badges and passes
- b. Grant access
- c. Deny access

- i. Follow site procedure

02. Control access of unauthorized and/or uncleared personnel

- a. Identify badges and passes
- b. Grant access
 - i. Determine need for escort
 - ii. Enforce conditions of escort assignment
- c. Complete access logs/forms
- d. Deny access
 - i. Follow site procedure

03. Operate detection devices

- a. Operate Special Nuclear Material detectors
- b. Operate metal detectors
- c. Operate badge reader/scanner
- d. Operate explosive detector
- e. Operate X-ray machine
- f. Monitor Closed-Circuit TV (CCTV)

04. Operate gates and barriers

- a. Operate pedestrian gates and barriers
- b. Operate vehicle gates and barriers

05. Perform escort duties

- a. Identify conditions of escort assignment
- b. Alert area personnel of uncleared person(s)
- c. Maintain control of escorted individual
- d. Transfer control to relief escort

06. Control egress

- a. Identify badges and passes
- b. Enforce property removal procedures
- c. Authorize egress
- d. Deny egress
 - i. Follow site procedure

07. Implement emergency security procedures

- a. Execute evacuation procedures
- b. Secure gate
- c. Secure building

APPENDIX F
Special Police Officer I and II
Job Analysis

Tasks Sorted by Training Recommendation (Survey Version)

INFORMAL

- d. Move to designated defensive position

Duty SI – SEARCHES AND INSPECTIONS.

01. Inspect personnel for prohibited items

- a. Inspect personnel visually
- b. Inspect using detection devices
- c. Identify prohibited item(s)
- d. Control prohibited item(s)
 - i. Separate item from owner
- e. Notify supervisor

02. Inspect possessions for prohibited items

- a. Inspect possessions visually
- b. Inspect using detection devices
- c. Identify prohibited item(s)
- d. Control prohibited item(s)
 - i. Separate item from owner
- e. Notify supervisor

03. Conduct vehicle search

- a. Inspect possessions visually
- b. Inspect using detection devices
- c. Use mirrors
- d. Identify prohibited item(s)
- e. Control prohibited item(s)
 - i. Separate item from owner
- f. Notify supervisor

04. Respond to controlled items in possession upon entry

- a. Deny access with controlled item
- b. Detain person and item
- c. Notify supervisor
- d. Complete documentation

05. Respond to controlled items in possession upon exit

- a. Detain person and item
 - i. Separate item from owner
- b. Notify supervisor
- c. Complete documentation

06. Conduct random searches

- a. Conduct random searches of personnel
- b. Conduct random searches of property
- c. Conduct random searches of vehicles

Duty AF – APPLICATION OF FORCE CONTINUUM

01. Employ cooperative controls

- a. Employ officer presence
 - i. Use interview stance
- b. Employ verbal persuasion

05. Employ collapsible baton

- a. Draw baton

APPENDIX F
Special Police Officer I and II
Job Analysis

Tasks Sorted by Training Recommendation (Survey Version)

INFORMAL

- b. Assume carry position
- c. Strike with baton
- d. Retain baton

06. Employ OC spray

- a. Apply OC spray
- b. Perform post-application actions

08. Apprehension and Control

- j. Use flex-cuffs

Duty FP – FIREARMS PROFICIENCY

01. Employ handgun

- a. Load handgun
- y. Unload handgun

02. Employ Rifle

- i. Shoot rifle from a squat position
- j. Shoot rifle from a sitting position
- k. Shoot rifle from a barricade position
- x. Perform rifle carry positions
- y. Unload rifle

03. Employ advanced weapons

- a. Employ sub-machine gun
- b. Employ machine gun (MG)
 - i. Employ light MG (M-249, M-240, M-60)
 - ii. Employ Heavy MG (M-2, .50 cal)
 - iii. Employ Grenade MG (MK-19)
- c. Employ grenade launcher (M-203, HK-69)
- d. Employ bolt action (.308, Barrett .50 cal)
- e. Employ TRAP
- b. Don Personal Protective Equipment as needed

04. Respond to radiation alarm

- a. Conduct assessment
- b. Don Personal Protective Equipment as needed
- c. Control incident area
- d. Report observations
- e. Follow directions
- f. Repeat previous steps if needed as conditions change

Duty SR – SECURITY RESPONSE

01. Respond to security alarm

- a. Follow site procedure
- b. Conduct assessment
- c. Don Personal Protective Equipment as needed
- d. Control incident area
- e. Report observations
- f. Follow directions
- g. Repeat previous steps if needed as conditions change

APPENDIX F
Special Police Officer I and II
Job Analysis

Tasks Sorted by Training Recommendation (Survey Version)

INFORMAL

04. Respond to civil disturbance

- a. Follow site procedure
- b. Conduct assessment
- c. Report observations
- d. Control incident area
 - i. Employ riot baton
 - ii. Employ formations
 - iii. Employ riot equipment
- e. Follow directions
- h. Repeat previous steps if needed as conditions change

05. Respond to hostage situation

- a. Follow site procedure
- b. Conduct assessment
- c. Don Personal Protective Equipment as needed
- d. Control incident area
- e. Report observations
- f. Follow directions
- g. Repeat previous steps if needed as conditions change

06. Respond to barricaded suspect situation

- a. Follow site procedure
- b. Conduct assessment
- c. Don Personal Protective Equipment as needed
- d. Control incident area
- e. Report observations
- f. Follow directions
- g. Repeat previous steps if needed as conditions change

Duty CB – CHEMICAL BIOLOGICAL WARFARE (CBW) OPERATIONS

03. Respond to a Chem/Bio attack

- a. Recognize indicators of a Chem/Bio attack (*Recurring*)
 - i. Respond to detection by equipment

04. Employ protective equipment

- d. Drink water while in mask

Duty TO – TACTICAL OPERATIONS

01. Perform ambush

- a. Conduct ambush operations
- b. Conduct counter-ambush operations

02. Perform vehicle stops

- c. Perform pursuit operations

03. Conduct road-block operations

- a. Deploy stop stick/strips
- b. Initiate diverting roadblock
- c. Initiate disabling roadblock
- d. Initiate clearing roadblock

06. Employ observation techniques

APPENDIX F
Special Police Officer I and II
Job Analysis

Tasks Sorted by Training Recommendation (Survey Version)

INFORMAL

- a. Occupy listening post
- c. Employ daylight observation techniques
- d. Employ low light observation techniques
- e. Respond to target indicators
- f. Make notifications

07. Perform individual tactical movement techniques

- e. Perform schoolboy drop
- f. Perform spider drop

09. Perform as Alternate Team Leader (ATL)

- a. Confirm absence of leader
- b. Assume leadership duties

Duty ED – END DUTY

01. Clean duty areas

- a. Clean equipment
- b. Clean post
- c. Clean vehicle

02. Pass on pertinent information

- a. Relay information to relief officer
- b. Relay information to supervisor

03. Complete daily logs

- a. Review logs/reports
- b. Complete logs/reports

04. Unload assigned service weapon(s)

- a. Clear weapon
- b. Inspect weapon

05. Turn in duty equipment

- a. Return equipment to proper location
- b. Ensure equipment accountability

APPENDIX G
Security Police Officer I and II
Job Analysis

Final Duty/Task List with Training Recommendations (Training Managers)

TASK	Original data % of Performers	Training Recommendation
Duty BD – BEGIN DUTY.		
01. Report fit for duty	100%	T
a. Perform fitness for duty	100%	T
i. Report medication taken	100%	T
ii. Display proper grooming	100%	T
iii. Wear appropriate uniform/equipment	100%	T
iv. Report mentally fit	100%	T
v. Report physically fit	100%	T
b. Report to correct location	100%	T
c. Possess credentials	100%	T
02. Obtain duty items	100%	T
a. Obtain security keys	100%	T
b. Obtain communications equipment	100%	T
03. Inspect duty equipment	100%	T
a. Conduct serviceability inspection	100%	T
b. Conduct operability check	100%	T
04. Draw duty firearm(s)	100%	T
a. Inspect firearm	100%	T
b. Inspect magazine	100%	T
c. Load firearm in proper duty condition	100%	T
05. Obtain duty information	100%	T
a. Obtain information from supervisor	100%	T
b. Obtain information from co-workers	100%	T
c. Obtain information from bulletins	100%	T
d. Review post orders and logs	100%	T
06. Assume post	100%	T
a. Ensure cleanliness of post	100%	T
b. Receive post keys	100%	T
c. Receive post information	100%	T
d. Report status of post	100%	T
e. Inventory post equipment	100%	T
07. Inspect operational readiness of post	100%	T
a. Inspect post weapons	64%	T
b. Inspect post communications equipment	100%	T
c. Inspect physical barriers	93%	T
d. Perform operation checks of post alarms	100%	T
e. Perform operation checks of duress alarms	100%	T
f. Report maintenance needs	100%	T
Duty VO – VEHICLE OPERATIONS.		
01. Inspect vehicle	100%	T
a. Conduct maintenance inspection (brakes, lights, etc.)	100%	T

APPENDIX G
Security Police Officer I and II
Job Analysis

Final Duty/Task List with Training Recommendations (Training Managers)

TASK	Original data % of Performers	Training Recommendation
b. Conduct operational equipment inspection (gun racks, firearms, etc.)	100%	T
i. Check equipment by standardized load plan	100%	T
c. Report discrepancies to supervisor	100%	T
d. Complete vehicle log or report	100%	T
02. Drive vehicle	100%	T
a. Drive vehicle under non-response conditions	100%	T
b. Drive vehicle under emergency response conditions	100%	T
c. Respond to security incident from vehicle	added	T
Duty CO – COMMUNICATIONS.		
01. Operate telephones	100%	I
a. Operate landline phone	100%	I
02. Operate pagers	57%	I
03. Operate radio systems	100%	T
a. Operate handheld/portable	100%	T
b. Operate base station	86%	T
c. Operate vehicle radio	93%	T
d. Transmit duress signal	100%	T
e. Perform compromised radio countermeasures	86%	T
f. Perform anti-jamming countermeasures	71%	T
g. Operate radio in secure/encrypted mode	86%	T
h. Operate radio in clear mode	100%	T
i. Operate radio in all radio networks/channels	93%	T
04. Use visual signals	93%	T
a. Use lights	93%	T
b. Use hand/arm signals	86%	T
c. Use color codes	71%	T
05. Use authentication techniques	79%	T
06. Communicate in writing	93%	T
a. Report essential elements of information	93%	T
b. Complete documentation	93%	T
07. Communicate orally	93%	T
a. Report essential elements of information	93%	T
b. Communicate plan of action	93%	T
c. Acknowledge receipt of communication	93%	T
d. Present oral incident report	93%	T
e. Conduct pass-on briefing	93%	T
Duty PO – PATROL OPERATIONS.		
01. Conduct patrol	100%	T
a. Patrol perimeter on foot	100%	T
b. Patrol security areas on foot	100%	T
c. Perform fire-watch on foot	93%	T

APPENDIX G
Security Police Officer I and II
Job Analysis

Final Duty/Task List with Training Recommendations (Training Managers)

TASK	Original data % of Performers	Training Recommendation
d. Patrol roadways in vehicle	100%	T
e. Patrol perimeters in vehicle	100%	T
f. Patrol security areas in vehicle	100%	T
g. Enforce traffic rules	79%	T
h. Report security violations	100%	T
i. Access buildings and gates	100%	T
j. Secure buildings and gates	100%	T
k. Access repositories/vaults	93%	T
l. Secure repositories/vaults	100%	T
m. Install security seals	86%	T
n. Inspect security seals	86%	T
o. Account for security seals	86%	T
p. Report broken security seals	86%	T
q. Report maintenance needs	100%	T
r. Identify ES&H hazards	100%	T
s. Report ES&H hazards	100%	T
Duty AC – ACCESS / EGRESS CONTROL		
01. Control access of authorized and/or uncleared personnel	100%	T
a. Identify badges and passes	100%	T
b. Grant access	100%	T
c. Deny access	100%	T
i. Follow site procedure	100%	T
02. Control access of unauthorized and/or uncleared personnel	79%	T
a. Identify badges and passes	79%	T
b. Grant access	86%	T
i. Determine need for escort	79%	T
ii. Enforce conditions of escort assignment	79%	T
c. Complete access logs/forms	79%	T
d. Deny access	79%	T
i. Follow site procedure	79%	T
03. Operate detection devices	64%	T
a. Operate Special Nuclear Material detectors	50%	T
b. Operate metal detectors	64%	T
c. Operate badge reader/scanner	71%	T
d. Familiarize with operations of explosive detector	43%	T
e. Familiarize with operation of X-ray machine	43%	T
f. Monitor Closed-Circuit TV (CCTV)	64%	T
04. Operate gates and barriers	79%	T
a. Operate pedestrian gates and barriers	79%	T
b. Operate vehicle gates and barriers	79%	T
05. Perform escort duties	57%	T

APPENDIX G
Security Police Officer I and II
Job Analysis

Final Duty/Task List with Training Recommendations (Training Managers)

TASK	Original data % of Performers	Training Recommendation
a. Identify conditions of escort assignment	57%	T
b. Alert area personnel of uncleared person(s)	57%	T
c. Maintain control of escorted individual	57%	T
d. Transfer control to relief escort	57%	T
06. Control egress	79%	T
a. Identify badges and passes	79%	T
b. Enforce property removal procedures	79%	T
c. Authorize egress	79%	T
d. Deny egress	79%	T
i. Follow site procedure	79%	T
07. Implement emergency security procedures	100%	T
a. Execute evacuation procedures	100%	T
b. Secure gate	100%	T
c. Secure building	100%	T
d. Move to designated defensive position	100%	T
Duty SI – SEARCHES AND INSPECTIONS.		
01. Inspect personnel for prohibited/controlled items	100%	T
a. Inspect personnel visually	100%	T
b. Inspect using detection devices	86%	T
c. Identify prohibited item(s)	100%	T
d. Control prohibited item(s)	100%	T
i. Separate item from owner	100%	T
e. Notify supervisor	100%	T
02. Inspect possessions for prohibited items	100%	T
a. Inspect possessions visually	100%	T
b. Inspect using detection devices	71%	T
c. Identify prohibited item(s)	100%	T
d. Control prohibited item(s)	100%	T
i. Separate item from owner	100%	T
e. Notify supervisor	100%	T
03. Conduct vehicle search	100%	T
a. Inspect possessions visually	100%	T
b. Inspect using detection devices	86%	T
c. Identify prohibited item(s)	100%	T
d. Control prohibited item(s)	100%	T
i. Separate item from owner	100%	T
e. Notify supervisor	100%	T
04. Respond to controlled items in possession upon entry	100%	T
a. Identify controlled items	added	T
b. Deny access with controlled item	100%	T
c. Detain person and item	100%	T
d. Notify supervisor	100%	T

APPENDIX G
Security Police Officer I and II
Job Analysis

Final Duty/Task List with Training Recommendations (Training Managers)

TASK	Original data % of Performers	Training Recommendation
e. Complete documentation	100%	T
05. Respond to controlled items in possession upon exit	100%	T
a. Detain person and item	100%	T
i. Separate item from owner	86%	T
b. Notify supervisor	100%	T
c. Complete documentation	86%	T
Duty AF – APPLICATION OF FORCE CONTINUUM		
01. Employ cooperative controls	100%	T
a. Employ officer presence	100%	T
i. Use interview stance	100%	T
b. Employ verbal persuasion	100%	T
02. Employ contact controls	100%	T
a. Perform position of advantage	100%	T
03. Employ compliance techniques	93%	T
a. Control resistance with pressure control locks	93%	T
b. Control resistance with pressure sensitive areas	93%	T
04. Employ defensive techniques	93%	T
a. Control assailant with weapons	93%	T
b. Perform empty hand blocks	93%	T
c. Defend from ground fighting position	93%	T
d. Control assailant with takedowns / stabilizations	93%	T
e. Perform weapon retention techniques	93%	T
05. Employ collapsible baton	57%	T - Site Specific
a. Draw baton	64%	T - Site Specific
b. Assume carry position	64%	T - Site Specific
c. Strike with baton	64%	T - Site Specific
d. Retain baton	50%	T - Site Specific
06. Employ OC spray	29%	T - Site Specific
a. Apply OC spray	36%	T - Site Specific
b. Perform post-application actions	36%	T - Site Specific
07. Employ deadly force	93%	T
a. Deliver deadly force	79%	T
b. Secure suspect	93%	T
c. Secure scene	93%	T
d. Make notifications	93%	T
08. Apprehension and Control	100%	T
a. Perform cursory search	100%	T
b. Effect arrest	93%	T
c. Issue Miranda rights	93%	T
d. Perform full search	100%	T
e. Perform duties of contact officer	100%	T
f. Perform duties of cover officer	100%	T

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Final Duty/Task List with Training Recommendations (Training Managers)

TASK	Original data % of Performers	Training Recommendation
g. Transport suspect	93%	T
h. Use restraints (metal and/or flex cuffs)	100%	T
i. Remove restraints from cooperative suspect	100%	T
j. React to uncooperative suspect while removing restraints	100%	T
Duty FP – FIREARMS PROFICIENCY		
01. Employ handgun	100%	T
a. Load handgun	100%	T
i. Perform press check	100%	T
b. Perform handgun presentation	100%	T
c. Perform speed reload	100%	T
d. Perform tactical reload	100%	T
e. Perform low ready position	100%	T
f. Shoot handgun from a standing position	100%	T
g. Shoot handgun from a barricade position	100%	T
h. Shoot handgun from a kneeling position	100%	T
i. Shoot handgun from a prone position	100%	T
j. Shoot handgun using strong hand only	86%	T
k. Shoot handgun using weak hand only	100%	T
l. Shoot handgun under low light conditions	100%	T
m. Shoot handgun using pivots	79%	T
n. Shoot handgun at moving targets	71%	T
o. Transition from handgun to rifle	79%	T
p. Shoot handgun while engaging multiple targets	79%	T
q. Employ handgun while shooting and moving	79%	T
r. Clear handgun malfunctions	100%	T
s. Familiarize shooting with protective mask	93%	T
t. Unload handgun	100%	T
u. Clean handgun	100%	T
v. Disassemble handgun	100%	T
w. Assemble handgun	100%	T
x. Conduct functions check	100%	T
02. Employ Rifle	86%	T
a. Load rifle	86%	T
i. Perform press check	86%	T
b. Adjust sights	86%	T
c. Perform rifle presentation	86%	T
d. Perform high ready	86%	T
e. Perform low ready	86%	T
f. Perform speed reload	86%	T
g. Perform tactical reload	86%	T
h. Shoot rifle from a standing position	86%	T
i. Shoot rifle from a sitting position	50%	T

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Final Duty/Task List with Training Recommendations (Training Managers)

TASK	Original data % of Performers	Training Recommendation
j. Shoot rifle from a barricade position	57%	T
k. Shoot rifle from a kneeling position	86%	T
l. Shoot rifle from prone position	86%	T
m. Shoot rifle under low light conditions	86%	T
n. Shoot rifle using pivots	64%	T
o. Shoot rifle at moving targets	71%	T
p. Transition from rifle to handgun	71%	T
q. Familiarize shooting on non-strong side	71%	T
r. Shoot rifle while engaging multiple targets	71%	T
s. Employ rifle while shooting and moving	71%	T
t. Shoot from an elevated position	added	T
u. Clear rifle malfunctions	86%	T
v. Familiarize shooting with protective mask	86%	T
w. Perform rifle carry positions	86%	T
x. Unload rifle	86%	T
y. Clean rifle	86%	T
z. Disassemble rifle	86%	T
aa. Assemble rifle	86%	T
bb. Conduct functions check	86%	T
03. Employ advanced weapons	29%	R - Site Specific
a. Employ sub-machine gun	21%	R - Site Specific
b. Employ machine gun (MG)	21%	R - Site Specific
i. Employ light MG (M-249, M-240, M-60)	29%	R - Site Specific
ii. Employ Heavy MG (M-2, .50 cal)	0%	R - Site Specific
iii. Employ Grenade MG (MK-19)	7%	R - Site Specific
c. Employ grenade launcher (M-203, HK-69)	14%	R - Site Specific
d. Employ bolt action (.308, Barrett .50 cal)	0%	R - Site Specific
e. Employ TRAP	0%	R - Site Specific
Duty NR – NON-SECURITY RESPONSE		
01. Respond to hazmat incident	100%	T
a. Conduct assessment	93%	T
b. Stay out of airborne hazard	added	T
c. Don Personal Protective Equipment as needed	93%	T
d. Control incident area	100%	T
e. Report observations	100%	T
f. Follow directions	100%	T
g. Repeat previous steps if needed as conditions change	100%	T
02. Respond to medical incident	100%	T
a. Conduct assessment	100%	T
b. Don Personal Protective Equipment as needed	93%	T
c. Control incident area	100%	T
d. Report observations	100%	T

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Final Duty/Task List with Training Recommendations (Training Managers)

TASK	Original data % of Performers	Training Recommendation
e. Follow directions	100%	T
f. Repeat previous steps if needed as conditions change	100%	T
03. Respond to fire alarm	79%	T
a. Conduct assessment	79%	T
b. Don Personal Protective Equipment as needed	64%	T
c. Control incident area	79%	T
d. Report observations	79%	T
e. Follow directions	79%	T
f. Repeat previous steps if needed as conditions change	79%	T
04. Respond to radiation alarm	57%	T
a. Conduct assessment	57%	T
b. Don Personal Protective Equipment as needed	57%	T
c. Control incident area	57%	T
d. Report observations	57%	T
e. Follow directions	57%	T
f. Repeat previous steps if needed as conditions change	57%	T
05. Respond to vehicle accident	100%	T
a. Conduct assessment	100%	T
b. Don Personal Protective Equipment as needed	86%	T
c. Control incident area	100%	T
d. Report observations	100%	T
e. Follow directions	100%	T
f. Repeat previous steps if needed as conditions change	100%	T
06. Respond to natural disasters	86%	T
a. Conduct assessment	86%	T
b. Don Personal Protective Equipment as needed	79%	T
c. Control incident area	86%	T
d. Report observations	86%	T
e. Follow directions	86%	T
f. Repeat previous steps if needed as conditions change	86%	T
Duty SR – SECURITY RESPONSE		
01. Respond to security alarm	100%	T
a. Follow site procedure	100%	T
b. Conduct assessment	100%	T
c. Don Personal Protective Equipment as needed	93%	T
d. Control incident area	100%	T
e. Report observations	100%	T
f. Follow directions	100%	T
g. Repeat previous steps if needed as conditions change	100%	T
02. Respond to suspicious packages/device/bomb threat	86%	T
a. Receive threat via telephone	79%	T
i. Follow site procedures	79%	T

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Final Duty/Task List with Training Recommendations (Training Managers)

TASK	Original data % of Performers	Training Recommendation
b. Receive threat via detection device	79%	T
i. Discontinue radio use	79%	T
ii. Follow site procedures	79%	T
c. Receive threat via search	86%	T
i. Discontinue radio use	86%	T
ii. Follow site procedures	86%	T
d. Conduct assessment	79%	T
e. Don Personal Protective Equipment as needed	86%	T
f. Control incident area	86%	T
g. Report observations	86%	T
h. Follow directions	86%	T
i. Repeat previous steps if needed as conditions change	86%	T
03. Respond to civil disturbance	57%	T
a. Follow site procedure	57%	T
b. Conduct assessment	57%	T
c. Report observations	57%	T
d. Control incident area	57%	T
i. Employ riot baton	43%	T
ii. Employ formations	43%	T
iii. Employ riot equipment	43%	T
e. Follow directions	43%	T
h. Repeat previous steps if needed as conditions change	43%	T
04. Respond to hostage/barricaded suspect situation	50%	T
a. Follow site procedure	50%	T
b. Conduct assessment	50%	T
c. Don Personal Protective Equipment as needed	50%	T
d. Control incident area	50%	T
e. Report observations	50%	T
f. Follow directions	50%	T
g. Repeat previous steps if needed as conditions change	50%	T
05. Respond to sabotage, theft, or unauthorized control of SNM	50%	T
a. Follow site procedure	50%	T
b. Conduct assessment	50%	T
c. Don Personal Protective Equipment as needed	50%	T
d. Control incident area	50%	T
e. Report observations	50%	T
f. Follow directions	50%	T
g. Repeat previous steps if needed as conditions change	50%	T
06. Respond to airborne intrusion	50%	T
a. Follow site procedure	50%	T
b. Conduct assessment	50%	T
c. Don Personal Protective Equipment as needed	50%	T
d. Control incident area	50%	T

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Security Police Officer I and II
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Final Duty/Task List with Training Recommendations (Training Managers)

TASK	Original data % of Performers	Training Recommendation
e. Report observations	50%	T
f. Follow directions	50%	T
g. Repeat previous steps if needed as conditions change	50%	T
07. Evacuate building(s)	71%	T
a. Make notification to building management	71%	T
b. Secure evacuated area	71%	T
c. Conduct building search, as needed	71%	T
d. Support re-entry operations, as needed	71%	T
Duty CB – CHEMICAL BIOLOGICAL WARFARE (CBW) OPERATIONS		
01. Inspect serviceability of Chem/Bio equipment	79%	T
02. Respond to a Chem/Bio threat	71%	T
a. Prepare for possible attack	71%	T
b. Implement SECON (Security Conditions) measures	71%	T
i. Evacuate	71%	T
ii. Take shelter	71%	T
03. Respond to a Chem/Bio attack	71%	T
a. Recognize indicators of a Chem/Bio attack	71%	T
i. Respond to detection by equipment	50%	T
ii. Respond to symptoms	71%	T
iii. Respond to adversaries wearing PPE	71%	T
b. React to Chem/Bio attack	71%	T
i. Evacuate	71%	T
ii. Take shelter	71%	T
iii. Make notifications	71%	T
iv. Initiate containment	71%	T
04. Employ protective equipment	79%	T
a. Don protective mask (15 second time limit)	79%	T
b. Don protective mask for downed responder	64%	T
c. Clear fog or humidity from mask	71%	T
d. Drink water while in mask	50%	T
e. Don chemical suit (protracted exercise situation)	added	T
f. Doff mask	added	T
g. Doff chemical suit	added	T
h. Decontaminate	added	T
Duty TO – TACTICAL OPERATIONS		
01. Perform ambush	36%	T
a. Conduct ambush operations	36%	T
b. Conduct counter-ambush operations	36%	T
02. Perform vehicle stops	86%	T
a. Conduct known risk vehicle stop	86%	T
b. Conduct unknown risk vehicle stop	86%	T

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Final Duty/Task List with Training Recommendations (Training Managers)

TASK	Original data % of Performers	Training Recommendation
03. Conduct road-block operations	36%	T
a. Deploy stop stick/strips	36%	T
b. Initiate diverting roadblock (check policy)	36%	T
c. Initiate disabling roadblock (check policy)	29%	T
d. Initiate clearing roadblock (check policy)	36%	T
04. Perform containment operations	93%	T
a. Establish inner containment area	93%	T
b. Establish outer containment area	93%	T
c. Establish building containment	93%	T
05. Perform fighting positions operations	added	T
06. Perform denial operations	added	T
a. Denial of access	added	T
b. Denial of task	added	T
07. Perform building search techniques	93%	T
a. Conduct building search during daylight	100%	T
i. Assess building for threat indicators	93%	T
ii. Approach building	93%	T
iii. Enter building	93%	T
b. Conduct building search during low light	79%	T
i. Assess building for threat indicators	79%	T
ii. Approach building	79%	T
iii. Enter building	79%	T
08. Employ observation techniques	93%	T
a. Occupy listening post	57%	T
b. Employ optics equipment	71%	T
c. Employ daylight observation techniques	93%	T
d. Employ low light observation techniques	93%	T
e. Respond to target indicators	93%	T
f. Make notifications	93%	T
09. Perform individual tactical movement techniques	100%	T
a. Perform high crawl	100%	T
b. Perform low crawl	100%	T
c. Perform rush	100%	T
d. Perform silent walk	100%	T
10. Perform team tactical movement techniques	86%	T
a. Conduct fire and maneuver team movement	79%	T
i. Perform travelling over-watch	86%	T
ii. Perform bounding over-watch	71%	T
b. Conduct assault team movement	57%	T
i. Control fire and distribution	57%	T
c. Engage regular vehicle	added	T
d. Engage armored vehicle	added	T
e. Engage sniper - high position	added	T

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Final Duty/Task List with Training Recommendations (Training Managers)

TASK	Original data % of Performers	Training Recommendation
f. Identify "stay behinds," IEDs	added	T
g. Recognize diversion	added	T
09. Perform as Alternate Team Leader (ATL)	50%	T
a. Confirm absence of leader	50%	T
b. Assume leadership duties	50%	T
Duty ED – END DUTY		
01. Clean duty areas	100%	T
a. Clean equipment	100%	T
b. Clean post	100%	T
c. Clean vehicle	100%	T
02. Pass on pertinent information	100%	T
a. Relay information to relief officer	100%	T
b. Relay information to supervisor	100%	T
03. Complete daily logs	100%	T
a. Review logs/reports	100%	T
b. Complete logs/reports	100%	T
04. Unload assigned service weapon(s)	100%	T
a. Clear weapon	100%	T
b. Inspect weapon	100%	T
05. Turn in duty equipment	100%	T
a. Return equipment to proper location	100%	T
b. Ensure equipment accountability	100%	T